



**WILLMAR CITY COUNCIL MEETING**

**MONDAY, JANUARY 9, 2023 @ 6:30 PM**

**WILLMAR MUNICIPAL UTILITIES**

**700 LITCHFIELD AVE, WILLMAR MINNESOTA**

**AGENDA**

1. Welcome
2. Certificate of Election to Office
  - A. Certificate of Election to Office
3. Oath of Office
  - A. Oath of Office
4. Call Meeting to Order
5. Roll Call
6. Pledge of Allegiance
7. Invocation: Pastor Keith Kerstetter
8. Proposed Additions or Deletions to Agenda
9. Consideration of Council Reorganizational Resolutions
  - A. Resolution to Elect Mayor Pro Tempore
  - B. Resolution to Adopt Rules of Order
  - C. Resolution for Council Committee Member/Liaison Assignments
  - D. Resolution to Establish Council Meeting Dates and Times
  - E. Resolution to Designate the Official Newspaper
  - F. Resolution to Designate Responsible Authority – Data Practices
  - G. Resolutions Appointing Official Depositories and Authorizing Electronic Fund Transfers

**10. Consider Approval of Consent Items**

**Approve:**

- A. City Council Minutes of December 19, 2022
- B. City Council Work Session Minutes of November 29, 2022
- C. CVB Board Minutes of November 15, 2022
- D. Willmar Municipal Utilities Commission Minutes of December 21, 2022
- E. Accounts Payable Report
- F. New Appointments to Boards/Commissions
- G. Public Works Kubota Mowers Purchase

**Information:**

H. Building Report December 2022

11. Items Removed from Consent Agenda
12. Open Forum (Individuals Limited to Three (3) Minutes)
13. Public Hearing:
  - A. 2019 Small Cities Development Program - Project Status and Community Comment  
Consider entering into an Agreement for the 2019 SCDP Administration.
14. Regular Business
  - A. Consider releasing the Willmar HRA from its past grant revolving funds administration and entering into a contract with the Kandiyohi County HRA to manage the funds.
  - B. Consider ISCO, Inc. Mortgage Payoff of Business Subsidy Agreement
  - C. Licensing Agreement with Jason Butler - City Line Towing - Information to follow
15. "Community Pride" Announcements
16. Adjourn



## City of Willmar

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### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	2.A.
<b>Agenda Section:</b>	Certificate of Election to Office	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	administration
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Certificate of Election to Office		

#### RECOMMENDED ACTION:

#### OVERVIEW:

Mayor:

Douglas Reese

City Council:

Carl Shuldes, First Ward

Vicki Davis, Second Ward

Rick Fagerlie, Third Ward

Audrey Nelsen, Fourth Ward

#### BUDGETARY/FISCAL ISSUES:

#### ATTACHMENTS:

None



## City of Willmar

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### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	3.A.
<b>Agenda Section:</b>	Oath of Office	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Oath of Office		

#### RECOMMENDED ACTION:

#### OVERVIEW:

Administered by Honorable Stephen J Wentzell  
Mayor Reese  
Council members Shuldes, Davis, Fagerlie, Nelsen

#### BUDGETARY/FISCAL ISSUES:

#### ATTACHMENTS:

None





### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	9.A.
<b>Agenda Section:</b>	Consideration of Council Reorganizational Resolutions	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Resolution to Elect Mayor Pro Tempore		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution appointing a Mayor Pro Tempore for the two years of 2023-2024.

**OVERVIEW:**

The Council biennially elects a Mayor Pro Tempore to act as Mayor should the Mayor be absent or unable to act as such Mayor. The Charter of the City of Willmar provides that in the absence or disability of the Mayor, an Acting Mayor, aka Mayor Pro Tempore, shall be appointed by action of the City Council.

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. Elect Mayor Pro Tempore for 2023- 2024 - Resolution

**RESOLUTION NO. \_\_\_\_\_**

**APPOINTING MAYOR PRO TEMPORE**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

WHEREAS, the Charter of the City of Willmar, a municipal corporation of the State of Minnesota, provides that in the absence or disability of the Mayor, an Acting Mayor shall be appointed by action of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar as follows:

that during the years 2023 and 2024, should the Mayor, the Honorable Douglas Reese, be absent or unable to act as such Mayor, that Council Member \_\_\_\_\_ be and is hereby appointed as Acting Mayor to act in all said circumstances and as set forth in the Charter of the City of Willmar.

Dated this 9th day of January, 2023

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	9.B.
<b>Agenda Section:</b>	Consideration of Council Reorganizational Resolutions	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Resolution to Adopt Rules of Order		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a set rules of order as required by City Charter.

**OVERVIEW:**

The Charter of the City of Willmar Subdivision 2. "Rules and journal" states that the Council *shall* adopt, at the meeting prescribed in Subd. 1, (Subdivision 1. Meetings. On the first Monday after the first Tuesday of each January immediately following a general election, the Council shall meet for its biennial organizational meeting) an authorized set of parliamentary rules, i.e. "Roberts Rules of Order," "Mason's Manual," Thomas Jefferson's "A Manual of Parliamentary Practice," Alice Sturgis' "Standard Code of Parliamentary Procedure," or "Minnesota Mayor's Association Rules of Order for City Council" and shall provide for a journal of its proceedings, which journal shall be a public record.

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. Adopt Rules of Order - Resolution

**RESOLUTION NO. \_\_\_\_**

**ADOPTION OF RULES OF ORDER**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

WHEREAS, the Willmar City Charter Section 2.11, Subdivision 2, requires the Willmar City Council to adopt an authorized set of parliamentary rules and that the rules adopted by the City Council shall be applicable to all Commissions, Boards and Committees.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that \_\_\_\_\_ is hereby adopted as the parliamentary code of rules for this Council and its municipal Commissions, Boards and Committees.

Dated this 9th day of January, 2023

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	9.C.
<b>Agenda Section:</b>	Consideration of Council Reorganizational Resolutions	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Resolution for Council Committee Member/Liaison Assignments		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution that assigns the various member/liaison appointments for the Boards and Commissions of the City.

**OVERVIEW:**

The Council biennially selects who acts as liaisons/members for various boards and commissions at the organizational meeting in January. Council members shall discuss and select the various individuals to fill each of these positions as indicated in the attached resolution.

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. 2023 -000 Council Member-Liaison Appointments 2023-2024
2. 2021-032 Council Member-Liaison Appointments 2021-2022 (Amends Resolution No. 2021-004)

**RESOLUTION NO. \_\_\_\_\_**

**COUNCIL BOARD/COMMISSION APPOINTMENTS**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2023 through 2024 Council appointments for members of the Council in the list of appointments as follow be revised:

COUNCIL APPOINTED BOARD/COMMISSION MEMBERS

(Appointees are full voting members)

EDC Joint Powers Board: Julie Asmus  
Vicki Davis  
Mayor Reese

Human Rights Commission: Vicki Davis  
Justin Ask

Fire Code Appeals Board: Rick Fagerlie  
Thomas Butterfield

Mid-Minnesota Development Commission: Carl Shuldes

Vision 2040 Steering Committee: Julie Asmus

Central Community Transit Board Rick Fagerlie  
Justin Ask

Pioneerland Library System: \_\_\_\_\_

Willmar Cable Advisory Board: Thomas Butterfield  
Michael O'Brien – Currently on the board

Willmar Convention and Visitors Bureau: Audrey Nelsen

COUNCIL LIAISON POSITIONS

(Appointees observe and report to city council but do not vote on board/commission)

Airport Commission: Carl Shuldes  
Alternate: Justin Ask

Park and Recreation Board: Julie Asmus  
Carl Shuldes

Municipal Utilities Commission: Michael O'Brien  
Alternate: Thomas Butterfield

Kandiyohi County HRA: Audrey Nelsen  
Alternate: Vicki Davis

Rice Hospital Board: Audrey Nelsen  
Alternate: \_\_\_\_\_

Intergovernmental Planning & Communication Committee:

Alternate: Mayor Reese  
City Administrator  
Michael O'Brien  
Audrey Nelsen

Main Street:

Alternate: Vicki Davis  
Rick Fagerlie

Dated this 9<sup>th</sup> day of January, 2023

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

	# of Assignments
Ask, Justin	3
Asmus, Julie	3
Butterfield, Tom	3
Davis, Vicki	4
Fagerlie, Rick	3
Nelsen, Audrey	4
O'Brien, Michael	3
Reese, Mayor Doug	2
Shuldes, Carl	3

**RESOLUTION NO. 2021-032**

**COUNCIL BOARD/COMMISSION APPOINTMENTS**

Motion By: Fagerlie

Second By: Plowman

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2021 through 2022 Council appointments for members of the Council in the list of appointments as follow be revised:

**COUNCIL APPOINTED BOARD/COMMISSION MEMBERS**

**(appointees are full voting members)**

<u>EDC Joint Powers Board:</u>	<u>Julie Asmus</u> <u>Vicki Davis</u> <u>Mayor</u>
<u>Human Rights Commission:</u>	<u>Vicki Davis</u> <u>Justin Ask</u>
<u>Fire Code Appeals Board:</u>	<u>Andrew Plowman</u> <u>Thomas Butterfield</u>
<u>Mid-Minnesota Development Commission:</u>	<u>Rick Fagerlie</u>
<u>Vision 2040 Steering Committee:</u>	<u>Julie Asmus</u>
<u>Central Community Transit Board</u>	<u>Rick Fagerlie</u> <u>Justin Ask</u>
<u>Pioneerland Library System:</u>	<u>Julie Asmus</u>
<u>Willmar Cable Advisory Board:</u>	<u>Thomas Butterfield</u> <u>Michael O'Brien</u>
<u>Willmar Convention and Visitors Bureau:</u>	<u>Audrey Nelsen</u>

**COUNCIL LIAISON POSITIONS**

**(appointees observe and report to city council but do not vote on board/commission)**

<u>Airport Commission:</u>	<u>Andrew Plowman</u>
Alternate:	<u>Justin Ask</u>
<u>Park and Recreation Board:</u>	<u>Rick Fagerlie</u> <u>Julie Asmus</u>
<u>Municipal Utilities Commission:</u>	<u>Michael O'Brien</u>
Alternate:	<u>Thomas Butterfield</u>
<u>Kandiyohi County HRA:</u>	<u>Audrey Nelsen</u>
Alternate:	<u>Vicki Davis</u>
<u>Rice Hospital Board:</u>	<u>Audrey Nelsen</u>
Alternate:	<u>Andrew Plowman</u>



Intergovernmental Planning & Communication Committee:

Alternate: Audrey Nelsen  
Andrew Plowman  
Michael O'Brien  
City Administrator

Main Street:

Alternate: Vicki Davis  
Rick Fagerlie

Dated this 1st day of February, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	9.D.
<b>Agenda Section:</b>	Consideration of Council Reorganizational Resolutions	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Resolution to Establish Council Meeting Dates and Times		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution establishing the City Council meeting dates and time.

**OVERVIEW:**

The semi-monthly meetings of the City Council in the past have been held on the first and third Mondays of each month, with the exception of the first or third Monday, which is a legally recognized holiday. The Council meeting shall be rescheduled to Tuesday, and the regular place of said meetings shall be in the Board Room of the Health and Human Services Building, 2200 – 23<sup>rd</sup> Street NE, Willmar, Minnesota. During peacetime emergencies, the City Council meetings may be held at alternate locations or in a virtual format or by any other means allowed by law.

**BUDGETARY/FISCAL ISSUES:**

- The Council biennially adopts the meeting schedule and the time for adjournment of said Council meetings shall be no later than 11:00 p.m.
- An item of business under consideration at 11:00 p.m. may be disposed of.
- Business from the first meeting of the month will be carried over to the second meeting if necessary.
- Any business not completed at the second meeting of the month which is urgent and must take action will be adjourned to a special meeting.

**ATTACHMENTS:**

1. Establish City Council Meeting Dates and Times - Resolution

**RESOLUTION NO. \_\_\_\_\_**

**ESTABLISH REGULAR CITY COUNCIL MEETING DATES**

**Motion By:** \_\_\_\_\_

**Second By:** \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the regular semi-monthly meetings of the City Council shall be held at 6:30 p.m. on the first and third Mondays of each month during the next two years with the exception of if the first or third Monday is a legally recognized holiday, the Council meeting shall be rescheduled to the next Tuesday, and that the regular place of said meetings shall be in the Board Room of the Health and Human Services Building, 2200 – 23<sup>rd</sup> Street NE, Willmar, Minnesota. During peacetime emergencies the City Council meetings may be held at alternate locations or by a virtual format or by any other means allowed by law.; and

BE IT FURTHER RESOLVED that the time for adjournment of said Council meetings shall be no later than 11:00 p.m. with the following exceptions:

1. An item of business under consideration at 11:00 p.m. may be disposed.
2. Business from the first meeting of the month will be carried over to the second meeting if necessary.
3. Any business not completed at the second meeting of the month, which is urgent and must have action will be adjourned to a special meeting.

Dated this 9th day of January, 2023

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	9.E.
<b>Agenda Section:</b>	Consideration of Council Reorganizational Resolutions	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Resolution to Designate the Official Newspaper		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution designating the “West Central Tribune” as the official newspaper for the City of Willmar.

**OVERVIEW:**

The City is required to designate a legal newspaper. In addition, Minn. Stat. § 331A.04, subd. 2 requires that when there are one or more qualified newspapers, “the known office of issue of which are located in the political subdivision, one of them shall be designated.” (Emphasis added.) Because the “West Central Tribune’s” office of issue is in the City of Willmar, the City must designate a newspaper located in the City as its legal newspaper.

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. Designate Official Newspaper - Resolution

**RESOLUTION NO. \_\_\_\_\_**

**DESIGNATE OFFICIAL NEWSPAPER**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the "West Central Tribune" of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State Statutes for legal publications be accepted.

Dated this 9th day of January, 2023

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



## City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	9.F.
<b>Agenda Section:</b>	Consideration of Council Reorganizational Resolutions	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Resolution to Designate Responsible Authority – Data Practices		

### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution appointing City Clerk, Judy Thompson, the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City, for the two years of 2023-2024.

### OVERVIEW:

The Minnesota Government Data Practices Act regulates data collected, created, received, maintained, disseminated, or stored by a state agency, political subdivision, or state-wide system, regardless of its physical form, storage media, or conditions of use. Minnesota Statute, Section 13.02, Subd. 6 requires the City to appoint one person as the Responsible Authority to administer the requirements for the collection, storage, use, and dissemination of data on individuals within the City.

The Responsible Authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the Responsible Authority to the public according to the provisions of sections [13.03](#) and [15.17](#). Pursuant to M.S. 13.02 subd. 6 the responsible authority may assign one or more designees for each department. As the appointed responsible authority for the City of Willmar.

### BUDGETARY/FISCAL ISSUES:

N/A

### ATTACHMENTS:

1. Designate Responsible Authority - Resolution

**RESOLUTION NO. \_\_\_\_\_**

**ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WILLMAR**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively and technically qualified Responsible Authority as required under the Statute.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that City Clerk Judy Thompson be appointed as the Responsible Authority for the purpose of meeting all requirements of Minnesota Statutes, Sections 13.02-13.87, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register.

Dated this 9th day of January, 2023

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	9.G.
<b>Agenda Section:</b>	Consideration of Council Reorganizational Resolutions	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	STEVEN OKINS, Finance Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	STEVEN OKINS, Finance Director
<b>Item:</b>	Resolutions Appointing Official Depositories and Authorizing Electronic Fund Transfers		

**RECOMMENDED ACTION:**

Approve 2 Resolutions. 1st Resolution to Appoint Official Depositories for City Funds and the 2nd to Authorize Electronic Fund Transfers

**OVERVIEW:**

Whereas, State Statutes require that the City designate general depositories for the City Monies; The following institutions are presently used and recommended to be designated as official depositories for the City of Willmar, Bremer Bank, N.A., Bremer Wealth, U.S. BanCorp United, Wells Fargo Advisors, Multi-Bank Securities, 4-M and UBS.

Second action item to authorize Electronic Fund Transfers per Minnesota Statute, Section 471.38 allowing the use of electronic funds for the following payments

- for a claim for payment from an imprest payroll bank account or investment of excess money;
- for a payment of tax or aid anticipation certificates;
- for vendor payments;
- for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund

And whereas, the statute requires the governing body to annually delegate the authority to make electronic funds transfers to designated officers. It is recommended that the City of Willmar delegate the authority to the City Finance Director.:

**BUDGETARY/FISCAL ISSUES:**

N/A

**ATTACHMENTS:**

1. RESOLUTION Electronic Funds AUTHORITY TO
2. RESOLUTION OF CITY OF WILLMAR DEPOSITORIES





**RESOLUTION NO.**

**RESOLUTION GIVING THE CITY AUTHORITY TO  
MAKE ELECTRONIC FUND TRANSFERS**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

WHEREAS, Minnesota Statute, Section 471.38 allows the use of electronic funds transfer for the following payments:

- a) for a claim for payment from an imprest payroll bank account or investment of excess money;
- b) for a payment of tax or aid anticipation certificates;
- c) for vendor payments;
- d) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, Section 471.38 requires that certain policy controls be enacted in order for a local government to utilize electronic funds transfer, including that the governing body annually delegates the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Willmar delegates the authority to make electronic funds transfers on behalf of the city to the city's Finance Director or they designee.

BE IT FURTHER RESOLVED, the Finance Director is directed to take all steps necessary for compliance with Minn. Stat. § 471.38.

Passed and adopted by the City Council on this 9th day of January 2023.

\_\_\_\_\_  
Douglas Reese, Mayor

ATTEST:

\_\_\_\_\_  
Judy Thompson, City Clerk

**RESOLUTION NO.**

**APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2023**

Motion By:\_\_\_\_\_ Second By:\_\_\_\_\_

WHEREAS, State Statutes require that the City designate general depositories for the City monies:

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that Heritage Bank, N.A. be designated as the official general depository for 2023 for the City's general operating checking accounts;

BE IT FURTHER RESOLVED that the following be designated as official depositories for the City's temporary investment program for 2023.

Bremer Bank, N.A	Bremer Wealth
U.S. BanCorp United	Wells Fargo Advisors.
Multi-Bank Securities	4-M
UBS	

BE IT FURTHER RESOLVED that investment counselors may be utilized for the acquisition of commercial paper, banker’s acceptances, brokered CDs, taxable munis and governmental securities;

BE IT FURTHER RESOLVED that the designation of the foregoing depositories is contingent upon receipt by the City of Willmar of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.

BE IT FURTHER RESOLVED, that the Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

Where upon the Resolution was declared duly passed and adopted this 9<sup>th</sup> day of January, 2023

\_\_\_\_\_  
Douglas Reese, Mayor

ATTEST:

\_\_\_\_\_  
Judy Thompson, City Clerk



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.A.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	No	<b>Prepared By:</b>	Judy Thompson, City Clerk
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	City Council Minutes of December 19, 2022		

**RECOMMENDED ACTION:**

That the City Council Approve the Regular Meeting Minutes from December 19, 2022.

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. 12-19-2022

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**HEALTH AND HUMAN SERVICES BUILDING**  
**WILLMAR, MINNESOTA**

December 19, 2022  
6:30 p.m.

The regular meeting of the Willmar City Council was called to order by Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Michael O'Brien, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Thomas Butterfield was excused from the meeting.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Fire Chief Frank Hanson, Planning and Development Services Director Justice Walker, Public Works Director Gary Manzer, and City Clerk Judy Thompson.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda. Council Member O'Brien seconded the motion, which carried unanimously.

City Clerk Thompson reviewed the consent agenda.

- A. City Council Minutes of December 5, 2022
- B. Willmar Municipal Utilities Board Minutes of December 12, 2022
- C. Planning Commission Minutes of November 2, 2022
- D. Accounts Payable Report for November 29 through December 12, 2022
- E. On-Sale and Club On-Sale 2023 Sunday Liquor License Renewals
- F. Sale of THC Products 2023 License Renewals
- G. United Way Gambling Exempt Permit
- H. Willmar Hockey Booster/Blue Line Gambling Exempt Permit
- I. **Resolution No. 2022-155 Awarding the 2023 Tree Requirements Quote to Stacy's Nursery in the Amount of \$31,900**
- J. Stadium View Minor Subdivision
- K. Consideration of Charter Commission Members:
  - Reappointment: Karla Tinklenberg, Dan Reigstad and Ruth Trageser
  - New Appointment: Kelly Welch, Jan Dahl and Jo DeBruycker
- L. New Appointments to Boards/Commissions
  - Steve Tammen to Park and Recreation Board
- M. Reappointments to Boards/Commissions
  - Bruce DeBlieck to Municipal Utilities Commission
  - Chloe Quinn to Park and Recreation Board
  - Joshua Monson to Board of Zoning Appeals
  - Michael Kubesh to Police Civil Service Commission
  - Les Heitke to EDC Operations Board
  - Jill Benson to Human Rights Commission
  - Denis Anderson to HRA Board

Information:

- N. Building Report November 2022
- O. Charter Commission Minutes of June 28, 2022
- P. Charter Commission Minutes of December 5, 2022

Council Member Fagerlie offered a motion to approve the consent agenda. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

There was no one present to speak during the Open Forum.

At 6:35 p.m., Mayor Calvin opened the public hearing for the proposed 2023 Street and Other Improvements. Contract City Engineer Jared Voge presented pertinent information regarding the proposed improvements.

Brian Bollig, 1410 Grace Avenue SW, addressed the Mayor and Council speaking in favor of the proposed reconstruction of his street, but against the proposed sidewalk along Grace Avenue. Mr. Bollig presented a petition signed by 39 residents living on Grace Avenue SW against the proposed sidewalk.

Sofia Bollig, 1410 Grace Avenue SW, addressed the Mayor and Council speaking against the removal of trees along Grace Avenue SW for the proposed project.

Sofia Negen, 500 26th Street SE, addressed the Mayor and Council speaking in favor of adding a sidewalk to the proposed project for her area. She noted a sidewalk would address several safety concerns with students walking to and from Lakeland Elementary School.

Josh Johnson, 1459 Grace Avenue SW, addressed the Mayor and Council speaking in favor of the proposed reconstruction of his street, but against the proposed sidewalk, trees being removed, and proposed cost of the assessments. Mr. Johnson presented a petition signed by 35 residents living on Grace Avenue SW against the proposed tree removal.

Dennis Schaeftbauer, 1436 Grace Avenue SW, addressed the Mayor and Council speaking against the proposed sidewalk along Grace Avenue.

Mark Boeschen, 909 Irene Avenue SE, addressed the Mayor and Council speaking in favor of the proposed project, including the sidewalk, for Irene Avenue. Mr. Boeschen spoke against the proposed method of assessing property owners, and stated his desire to have awareness of the proposed street improvements in advance, i.e. five-year plan so residents can prepare financially for the upcoming assessment.

Steve Fleegal, 904 Irene Ave SE, addressed the Mayor and Council speaking in favor of the proposed project, including the sidewalk for Irene Avenue.

Ryan Lindgren, 1212 Grace Avenue SW, addressed the Mayor and Council speaking against the proposed sidewalk portion of the project along Grace Avenue.

Loren Schultz, 901 Irene Avenue SE, addressed the Mayor and Council speaking in regard to the height of the current curb along his property and the pooling of water on his property. Mr. Schultz inquired if this issue could be corrected with the proposed improvements along Irene Avenue.

City Clerk Thompson read a letter received from Lynden Wittman, 604 24th Street SE, regarding the proposed cost and method of the assessment against his property. Mr. Wittman stated his desire to delay the proposed improvement for a few more years, as his street was paved in 1985 and is still under the 20-year useful life period.

There being no others to speak for or against the proposed street improvements, Mayor Calvin closed the public hearing at 7:32 p.m. and opened it up for discussion by the Council.

Following discussion, Council Member Asmus offered a motion to remove the sidewalk portion of the proposed project along Grace Avenue SW from the design process. Council Member Ask seconded the motion, which carried unanimously.

Consensus of the Council was to hold a discussion, at a later date, regarding the addition of a sidewalk along 23rd Street SE.

Following further discussion, **Resolution No. 2022-156 Ordering the 2023 Street and Other Improvements and Directing Staff to Prepare Final Plans and Specifications** was introduced by Council Member Plowman. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Contract City Engineer Jared Voge presented a request to adopt a resolution appointing the Commissioner of Transportation as the Agent of the City of Willmar to accept as its agent, federal aid funds which may be made available or eligible transportation related projects and authorize signatures entering into an agreement prescribing the terms and conditions contained in Minnesota Department of Transportation Agency Agreement No. 1052163.

**Resolution No. 2022-157 Authorizing the City to Enter Into an Agency Delegated Contracting Process Agreement with the Minnesota Department of Transportation** was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Kandiyohi County Housing and Redevelopment Authority Executive Director Jill Bengston presented a request to set a public hearing for receiving comment on the status of the 2019 Small Cities Development Program activities.

Council Member O'Brien offered a motion to set a public hearing for January 9, 2023 at 6:30 p.m. or as soon thereafter as possible, to receive comment on the status of the 2019 Small Cities Development Program activities. Council Member Asmus seconded the motion, which carried unanimously.

Planning and Development Services Director Walker presented a request to authorize staff to start the process of granting an easement to Jason Butler to connect his properties located under the First Street bridge next to 124 Benson Avenue SW. Mr. Butler has offered to pay for the survey to note the easement and get it recorded.

Following discussion, Council Member Plowman offered a motion to approve staff's request. Council Member Ask seconded the motion, which carried unanimously.

Planning and Development Services Director Walker presented a request to enter into an agreement with Engan Architects for design concepts for a Selvig Park expansion.

Following discussion, **Resolution No. 2022-158 Approving Engan Associates Contract For Selvig Park Expansion** was introduced by Council Member Nelsen. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Ask offered a motion to remove from the table the item designating polling places for elections in 2023. Council Member Fagerlie seconded the motion, which carried.

Operations Director Box presented a request to adopt a resolution designating polling places for elections in 2023. It was noted this needs to be completed by December 31 of each year per statute. Per direction from Council, staff has researched locations for residents in Ward 3, Precinct 1 to vote in their respective Ward. At this time, staff's recommendation is to leave the designated locations in place for 2023, with further review for elections to be held in 2024.

Following discussion, **Resolution No. 2022-159 Approving Designating Polling Places for Elections in 2023** was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Operations Director Box presented a request to authorize staff to apply for a National Fitness Campaign and Blue Cross & Blue Shield of Minnesota Grant for an outdoor fitness court.

Following discussion, Council Member Plowman offered a motion to approve staff's request. Council Member Davis seconded the motion, which carried unanimously.

Operations Director Box presented a request to adopt the 2023 fee schedule for the City of Willmar which would become effective January 1, 2023.

**Resolution No. 2022-160 Establishes Fees for Services, Permits, and Licenses and Establishes Rental Rates for City Equipment** was introduced by Council Member Asmus. Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Calvin presented Council Member Plowman a plaque for his service as a Council Member from 2015 – 2022, and thanked him for his service and dedication to the City.

Mayor Pro Tempore Fagerlie presented Mayor Calvin with a plaque for his service as the Mayor from 2015-2022, and thanked him for his service and dedication to the City.

Council Member Fagerlie offered a motion to adjourn the meeting, with Council Member Plowman seconding the motion, which carried. The meeting adjourned at 9:09 p.m.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2022-155**

**A RESOLUTION AWARDING THE 2023 TREE REQUIREMENTS QUOTE TO STACY'S NURSERY  
IN THE AMOUNT OF \$31,900.**

Motion By: Fagerlie

Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of Stacy's Nursery for the 2023 Tree Requirements is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the quoter for the terms and consideration of the contract in the amount of \$31,900.

Dated this 19th day of December, 2022

\_\_\_\_\_  
/s/ Marv Calvin  
Mayor

Attest:

\_\_\_\_\_  
/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2022-156**

**A RESOLUTION ORDERING THE 2023 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO  
PREPARE FINAL PLANS AND SPECIFICATIONS.**

Motion By: Plowman

Second By: Fagerlie



WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2023 Street and Other Improvements.
3. The City's Interim Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 19th day of December, 2022

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2022-157**

**A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGENCY  
DELEGATED CONTRACTING PROCESS AGREEMENT WITH THE MINNESOTA  
DEPARTMENT OF TRANSPORTATION.**

Motion By: Fagerlie

Second By: Nelsen

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Willmar to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the City Administrator are hereby authorized and directed for and on behalf of the City of Willmar to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1052163", a copy of which said agreement was before the City Council and which is made part hereof by reference.

Dated this 19th day of December, 2022.

/s/ Marv Calvin  
MAYOR

ATTEST:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-158**

**APPROVE ENGAN ASSOCIATES CONTRACT FOR SELVIG PARK EXPANSION**

Motion By: Nelsen Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and Administrator to enter into the professional services agreement with Engan Associates for the predesign of the Selvig Park Expansion.

Dated this 19<sup>th</sup> day of December, 2022

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2022-159**

**RESOLUTION APPROVING DESIGNATING POLLING PLACES FOR  
ELECTIONS IN 2023**

Motion By: Fagerlie Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2023 Elections:

FIRST WARD:	1 <sup>st</sup> Precinct	National Guard Armory 614 North Highway 71
	2 <sup>nd</sup> Precinct	Four Season Shelter, Robbins Island 945 Business Hwy 71 N
	3 <sup>rd</sup> Precinct	Word of Faith Family Church 3010 7 <sup>th</sup> Avenue Northwest
SECOND WARD:	1 <sup>st</sup> Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 <sup>nd</sup> Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 <sup>rd</sup> Precinct	Rock of Life, CRC 1708 Southwest 8th Street
	4 <sup>th</sup> Precinct	Mail Ballot

THIRD WARD:	1 <sup>st</sup> Precinct	Refuge Church 1000 6 <sup>th</sup> Street Southeast
	2 <sup>nd</sup> Precinct	Highland Apartments 115 East Becker Avenue
	3 <sup>rd</sup> Precinct	Willmar Education and Arts Center 611 West 5th Street
FOURTH WARD:	1 <sup>st</sup> Precinct	Refuge Church 1000 6 <sup>th</sup> Street Southeast
	2 <sup>nd</sup> Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 <sup>rd</sup> Precinct	First Covenant Church 801 Southwest Willmar Avenue

Dated this 19th day of December 2022.

Attest: /s/ Marv Calvin  
MAYOR

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2022-160**

**ESTABLISHES FEES FOR SERVICES, PERMITS, AND LICENSES  
AND ESTABLISHES RENTAL RATES FOR CITY EQUIPMENT**

Motion By: Asmus Second By: O'Brien

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, sets fees for permits and licenses, and establishes rental rates for City equipment.

NOW, THEREFORE, BE IT RESOLVED that the listed fees are duly adopted for the year 2023 and the same hereby ordered kept on file in the office of the City Clerk.

Dated this 19<sup>th</sup> day of December 2023

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.B.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	Kyle Box, City Operations Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	City Council Work Session Minutes of November 29, 2022		

**RECOMMENDED ACTION:**

That the Council approves the City Council Work Session Minutes of November 29, 2022.

**OVERVIEW:**

NA

**BUDGETARY/FISCAL ISSUES:**

NA

**ATTACHMENTS:**

1. 11-29-22 Council Work Session

**WILLMAR CITY COUNCIL WORK SESSION**  
**WILLMAR MUNICIPAL UTILITIES AUDITORIUM**  
**700 LITCHFIELD AVE SW**  
**WILLMAR, MINNESOTA**

November 29, 2022  
7:00 p.m.

The work session of the Willmar City Council was called to order by Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Julie Asmus, Thomas Butterfield, Justin Ask, Vicki Davis, Andrew Plowman, and Michael O'Brien. Present 7, Absent 2. Council Members Rick Fagerlie and Audrey Nelson were excused from the meeting.

Also present were City Administrator Leslie Valiant; City Operations Director Kyle Box; Park & Recreation Director Rob Baumgarn; Public Works Director Gary Manzer; Planning and Development Director Justice Walker; Human Resource Director LuAnn Sietsema.

There were no additions or deletions to the agenda.

Mayor Calvin opened the meeting with an overview of the agenda and called on Planning and Development Director Justice Walker to introduce the agenda item.

Director Walker summarized the last few months of work completed by City staff and BKV Group on the City Hall and Community Center Projects. Director Walker introduced Bruce Schwartzman, Government Practice Leader, and Senior Partner, and Chris Palkowitsch, Senior Design Leader and Partner with BKV Group, to provide additional detail to the site selections and potential sites for the City Hall and Community Center projects.

The Community Center locations chosen for consideration were Gesch Park, Lincoln Park, Lakeland Elementary, and Block 50 combined with a City Hall.

The Council further discussed the locations that were presented and site plans. After the Council discussion, Mayor Calvin asked if any members of the public wanted to provide public comment.

Doug Reese, Mayor-Elect, spoke and commented on the Lincoln Park site and asked if the vacated street would be brought through the existing park from Trott to Minnesota. Mr. Reese also commented that he believes Gesch Park needs to remain parkland through a previous agreement. Staff will research both of these items.

Concept facades were reviewed at what a potential Community Center may look like.

A majority of the Council favored Gesch Park and Lincoln Park locations for a Community Center and requested that staff continue to gather information for those two locations.

Mr. Schwartzman and Mr. Palkowitsch continued to transition to discuss the site locations for a City Hall. The City Hall locations chosen for consideration were located at Block 50, Hardware

Hank, and the current location.

The Council further discussed the locations that were presented and site plans for City Hall. The Council did not recommend any of the sites suggested to move forward and requested staff to continue to search for alternative locations and follow up on any opportunities for a combined or partnered building or sites.

Concept facades were reviewed at what a potential City Hall may look like.

At 8:43 P.M., Mayor Calvin adjourned the meeting.

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MAYOR

Attest:

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SECRETARY TO THE COUNCIL



## City of Willmar

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### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.C.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	CVB Board Minutes of November 15, 2022		

**RECOMMENDED ACTION:**

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. CVB Minutes

**Willmar Lakes Area CVB Board Meeting  
Willmar Lakes Area CVB & Online Via Zoom  
Tuesday, November 15, 2022, @ 12:00 Noon**

**Members Present:** Doug Kuehnast, Denny Baker, Asim Siddiqui, David Feist, Audrey Nelsen, John Wallin, Nancy Larson, Sabrina Lere, Judy Thompson, Dave Henle, Dave Baker, Mike McArthur, John Dahl and Steve Gardner

**Members Excused:** Sue Steinert and Ken Warner

**Members Absent:** Art Benson and Ryan Scheffler

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Feist called the meeting to order at 12:11 pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the October 18, 2022 Meeting:** It was MSC (m/ Kuehnast; s/Henle) to approve the minutes from the October 18, 2022 meeting.
- III. **Financial Report:** Thompson presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Nelsen, s/Baker) to approve the financial report as it was presented.
- IV. **New London Township Agreement:** The New London Township has approved to begin sending 23.75% of the gross dollars received each month from the lodging tax to the CVB. Feist said the agreement is very similar to our existing lodging tax agreements. This is a one-year contract that will be reevaluated at the end of the year. It was MSC (m/Dave Baker; s/Denny Baker) to move forward with the one-year agreement with the New London Township.
- V. **Board Member Nomination:** Feist said Mike McArthur has been nominated to serve as a CVB Board Member. It was MSC (m/Kuehnast; s/Thompson) to approve McArthur as a board member. Dave Baker abstained.
- VI. **CVB Board Retreat:**
  - a. **Friday, January 27, 2023 from 8:00am-3:30pm:** Feist shared we will be having a CVB Board Retreat on Friday, January 27, 2023. It is tentatively scheduled for the Little Crow Event Center. There won't be a January Board meeting in lieu of this retreat.
- VII. **Committee Reports/Updates:**
  - a. **Sports:** No report was received from Scheffler. Fischer shared that the first hockey tournament is this weekend, the event center had an open house last night, and the Board will go there for the December meeting.
  - b. **Leisure:** McArthur shared that Jan Ruby will be assisting with snowmobile reports for the CVB. The Little Crow Ski Team is recruiting younger kids, and they plan to update their stage and dock this year. The City of New London is putting together a parks master plan. The committee has started to look for Sport Show volunteers for the four winter shows.
    - i. **Bandwango Experience Passport Update:** McArthur shared that they are working on a theme for the passport and trying to focus on who the target of the campaign will be. He likes the idea of a battle of the winter vs. summer activities to entice people to come at both times of the year. Fischer shared that the committee suggested moving forward with a passport.
  - c. **Meetings & Conventions:** No new business to report.
  - d. **Visitor Guide:** Fischer shared that they have updated the seasons section, finalized the must-see attractions, and are waiting for a few more ads to come in. A cover photo was decided on.



**VIII. Affiliated Partnership Updates/Reports:**

- a. **Spicer Commercial Club:** Larson shared that they continue planning for Winterfest. The ice castle will start to be built on January 13<sup>th</sup> as long as there is enough ice. Winterfest will take place from January 15-February 12<sup>th</sup>. There are a lot of events planned. January 28<sup>th</sup> is the Fire & Ice Dance, the polar plunge, the family activities, and the fireworks. Fischer said there is a digital campaign for Winterfest and winter activities. McArthur asked if it would be possible to have a shuttle bus to all of the events from all of the area hotels. Feist said it was not much for hotel guests during that time. McArthur said most of his guests last year were on the weekends of the CMPR & Sno-Skippers snowmobile races. Dave Baker suggested looking into advertising outside of the area to make it a bigger event, then the buses would get utilized more. He said this might be the year to transition the event to something bigger.
- b. **New London:** Dahl shared that there are a lot of events going on in the next few weeks, and they are working on a parks plan. Larson asked about bringing a Regional Ski Competition here. Dahl said the river is too small for multiple teams like that.

[Wallin left meeting]

- IX. Executive Director Report:** Fischer reviewed the November Executive Director Report. She noted some upcoming events, including Youth Hockey Tournaments, Home for the Holidays, SW MN Synod, Holidaze, Turkey Leg 5K, and Celebrate the Light of the World. She submitted an ad for the January issue of SnowGoer and contracted with MN Monthly for their winter digital package. She contracted ad space with snowtracks.com and is working with Trail Trekker on getting our snowmobile trails added to their site. They continue to have a PPC campaign running on Google and market extensively on social media. She went over the top pages for the month of October on the website. We lost the BankIn Minnesota Ag Conference to Mankato. Fischer attended the Destinations International Advocacy Summit in Bloomington. The CVB is sponsoring both Celebrate the Light of the World and Spicer Winterfest, both in the amount of \$1,000. Copies of the Executive Director's Report are available upon request from the CVB office.

[Lere left meeting]

**X. Other Business:**

- a. **Word Around the Community:**
  - i. **Henle:** Brüdgers' Butcher is opening a storefront in Spicer in the old Deidra's coffee shop.
  - ii. **Gardner:** There will be a live stream of the Redeveloping Unused Spaces in Your Community presentation by Pioneer Public Television tonight at the Health & Human Services building.
  - iii. **Kuehnast:** Kuehnast handed out an article on the new clean fuel standard from California.
  - iv. **Siddiqui:** Siddiqui shared that New York Gyro has opened a restaurant in the old Subway building in Willmar. They have seven locations in St. Cloud and the Twin Cities. He is willing to arrange a visit to the new restaurant, and they could cater a meeting.
  - v. **McArthur:** He shared that they are advertising a Small-Town Weekend (to coincide with Small Business Saturday) for the 4-day weekend next week, and they are having a Thanksgiving buffet at Max's on the Green. They have also started to promote holiday gatherings. He shared that Group Travel Magazine listed the GrandStay & Suites New London-Spicer as one of the top five best GrandStay destinations.
  - vi. **Thompson:** Elections are all over, and everything went well. She thanked those that helped and encouraged others to become election judges. The Holidaze parade is this Saturday, and Celebrate the Light starts on Thanksgiving night.
  - vii. **Nelsen:** She shared that they approved a job description for a Director of Community Growth. BCBS is giving the City of Willmar \$450,000 to fund that position for the next five years. The Coalition of Greater MN Cities fall conference is tomorrow at Arrowwood Resort in Alexandria. Willmar hosted the event last year, and she would like them to come here again. The City

Council increased their pay and are hoping that helps attract more people to run for city council. Nelsen was elected to be on the Board of the League of MN Cities.

- viii. **Larson:** She shared that guests have been commenting that they are so thankful Highway 23 is open.
  - ix. **Dave Baker:** Elections are over, and he's excited to start looking ahead to the next year.
  - x. **Dahl:** Dahl shared that the city closed on the building for city hall, and they are still waiting till the end of November to close on the building for the new library. They are hoping the projects go to bid in January. The USDA gave them the full amount, and they are just waiting on the final paperwork to come through. Two new options are being discussed for the Highway 23 & County Road 9 intersection: interchange or roundabout. John Dahl will be the new Mayor of the City of New London, and they have two new council members. They have voted to pay city workers and city staff more money.
- b. **Other:**
  - c. **Next Meeting:** The next meeting of the CVB Board of Directors will be held on December 20, 2022, at the new Event Center in Willmar.

**XI. Adjournment:** Feist adjourned the meeting at 1:30 pm.

Respectfully Submitted by,  
Tanya Rosenau, Administrative Assistant  
Willmar Lakes Area Convention & Visitors Bureau



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of November 30, 2022**  
(As of 12/02/22)

**Assets**

Cash	\$ 75,433.02
Bremer Wealth Money Market	23.96
Petty Cash	50.00
Investments	309,880.30
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	2,295.56
Interest Receivable	-
<b>Total Assets</b>	<b>\$ 387,682.84</b>

**Liabilities**

Accounts Payable	\$ -
PPP2 Loan Share from Chamber	-
Unrealized Revenue - Taxes	-
<b>Total Liabilities</b>	<b>-</b>

**Fund Balance**

Restricted Fund Balance - Prepaid Expenses	7,352.99
Restricted Fund Balance - Governor's Fishing Opener	-
Committed Fund Balance - CVB	28,193.86
Assigned Fund Balance - Petty Cash/CVB	50.00
Restricted Fund Balance - CVB	306,650.99
Restricted Fund Balance - CVB 2022	45,435.00
<b>Total Fund Balance</b>	<b>387,682.84</b>

**Total Liabilities & Fund Balance** **\$ 387,682.84**



### Lodging Tax History

	2014	2015	2016	2017	2018	2019	2020	2021	2022
January	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84	\$ 14,232.85	\$ 14,148.02	\$ 7,741.02	\$ 17,530.03
									9 properties   476 rooms
February	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59	\$ 13,292.01	\$ 13,934.28	\$ 14,552.98	\$ 15,048.46	\$ 9,101.68	\$ 13,032.62
									9 properties   476 rooms
March	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98	\$ 14,443.01	\$ 14,696.50	\$ 15,673.47	\$ 9,303.62	\$ 12,363.16	\$ 16,301.29
									10 properties   497 rooms
April	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81	\$ 15,757.48	\$ 16,409.14	\$ 17,819.29	\$ 4,588.16	\$ 15,029.77	\$ 19,180.17
									10 properties   497 rooms
May	\$ 13,953.56	\$ 27,168.41	\$ 16,576.02	\$ 15,746.72	\$ 20,539.88	\$ 20,001.25	\$ 7,314.51	\$ 17,537.08	\$ 25,997.69
									10 properties   497 rooms
June	\$ 21,493.18	\$ 31,353.36	\$ 23,587.69	\$ 26,686.49	\$ 28,342.49	\$ 24,163.13	\$ 12,608.70	\$ 23,624.61	\$ 31,219.70
									10 properties   497 rooms
July	\$ 23,504.27	\$ 31,335.96	\$ 21,423.26	\$ 27,584.55	\$ 28,880.56	\$ 26,044.25	\$ 16,449.45	\$ 28,542.94	\$ 34,930.15
									10 properties   497 rooms
August	\$ 19,602.33	\$ 26,012.06	\$ 24,542.87	\$ 26,921.27	\$ 26,212.67	\$ 25,113.28	\$ 17,345.10	\$ 28,063.26	\$ 37,198.88
									10 properties   497 rooms
September	\$ 15,996.62	\$ 19,337.47	\$ 20,738.25	\$ 21,674.86	\$ 24,656.95	\$ 23,058.37	\$ 16,540.48	\$ 23,485.38	\$ 29,875.49
									10 properties   497 rooms
October	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	\$ 22,999.10	\$ 16,290.21	\$ 20,545.88	\$ 32,789.52
									10 properties   497 rooms
November	\$ 12,749.26	\$ 13,727.63	\$15,342.87	\$14,726.67	\$17,698.50	\$17,729.37	\$8,651.30	\$17,090.35	
Camping	\$14,858.75	\$14,785.45	\$15,497.95	\$15,862.70	\$16,275.30	\$15,594.25	\$13,829.45	\$17,917.95	\$15,558.85
December	\$ 12,489.86	\$ 13,694.93	\$13,812.73	\$13,553.46	\$14,020.88	\$14,276.98	\$6,674.59	\$15,743.86	
Total Lodging tax	\$ 199,721.17	\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 251,258.57	\$ 158,792.05	\$ 236,786.94	\$ 273,614.39



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.D.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Willmar Municipal Utilities Commission Minutes of December 21, 2022		

**RECOMMENDED ACTION:**

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. 22.12.21 MUC Meeting Minutes

**WILLMAR MUNICIPAL UTILITIES COMMISSION**  
**MEETING MINUTES – DECEMBER 21, 2022**  
**11:45 AM – WMU AUDITORIUM**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Wednesday, December 21, 2022, at 11:45 am in the WMU Auditorium with the following Commissioners present: Cole Erickson, Carol Laumer, Dave Baumgart, Shawn Mueske, and John Kennedy. Absent were Commissioners Bruce DeBlieck and Kadar Abdi.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Facilities & Maintenance Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, and City Attorney Robert Scott (via teleconference).

The meeting opened by reciting the Pledge of Allegiance followed by Commission Vice President Erickson asking if any revisions were needed to the presented agenda. There being none, a resolution was requested to approve the consent agenda. Following review and discussion, Commissioner Mueske offered a resolution to approve the consent agenda as presented. Commissioner Kennedy seconded.

**RESOLUTION NO. 53**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from the December 12, 2022, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20221947 to No. 20221999 and associated wire transfers inclusive in the amount of \$2,182,193.23.

Dated this 21<sup>st</sup> day of December, 2022.

Attest:

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Staff Electrical Engineer Smith informed the Commission of several reporting requirements for Distributed Generation. One such report requires that it be filed with the WMU Commission by January 2, 2023. Per state requirements, WMU is required to report on energy generation, tariffs, and interconnection status for our customer-owned distributed generation facilities. The purpose of the report is to ensure WMU has updated rates on file for customers who have distributed generation resources (rates are published on the WMU website). Smith provided additional data regarding the reporting requirements for the 2023 Electric Distributed Generation Reporting.

General Manager Harren requested the Commission to consider extending the current Government Relations Contract with the Jacobson Law Group to procure funding to assist in financing of the Northeast Water Treatment Plant Project (NEWTP). A proposal in the amount of \$20,000 (flat -fee retainer) was received from Attorney R. Reid LeBeau II to provide the additional state lobbying services. The original contract with the Jacobson Law Group was approved on November 22, 2021, in the amount of \$20,000. Following discussion regarding the proposal, Commissioner Laumer offered a resolution to direct staff to negotiate the contract at a reduced rate and to request weekly updates on the lobbying efforts. Commissioner Baumgart seconded.

**RESOLUTION NO. 54**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal from R. Reid LeBeau II of the Jacobson Law Group to provide lobbying services to secure funding assistance through State bonding efforts be approved dependent on an acceptable negotiated amount and to provide detailed weekly updates including exemptions to the bill. This funding assistance would be for the NEWTP Project currently underway."

Dated this 21<sup>st</sup> day of December, 2022.

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Vice President

Attest:

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Secretary

The foregoing resolution was adopted by a vote of four ayes and one nay (Commissioner Mueske).

Commissioner Erickson reviewed the 2022 Commission meeting attendance record. Erickson noted that to remain well-informed of all issues concerning the Willmar Municipal Utilities, it is important to make meeting attendance a priority. He continued by expressing his appreciation to his fellow Commissioners for their time and efforts involved in serving not only on the Commission but also as members of the Labor and Planning Committees.

At this time, Commissioner Laumer presented Commissioner Erickson with a commemorative plaque to honor his years of service and dedication while serving as a member of the WMU Commission (2020-2022). His years of involvement and service are to be commended. At this time, Commissioner Erickson accepted the honor and expressed his appreciation for the opportunity to serve as Commissioner. Congratulations and best wishes, Cole!

With the impending departure of Commissioner Erickson, General Manager Harren requested any input regarding potential replacements for Commission appointments. Please contact either General Manager Harren or the City of Willmar with any possible candidates to fill the upcoming vacancies.

General Manager Harren informed the Commission that a WMU Planning Committee meeting will be forthcoming (TBD) with tentative agenda items to include Sprint agreement, new building, and water treatment plant.

For information: Upcoming events to note include:

- 2023 MMUA Legislative Conference: January 24-25 (St. Paul)
- 2023 APPA Legislative Conference: February 27<sup>th</sup> through March 1<sup>st</sup> (Washington DC)

There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:25 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Executive Secretary

ATTEST:

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Carol Laumer, Secretary



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.E.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	No	<b>Prepared By:</b>	STEVEN OKINS, Finance Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	STEVEN OKINS, Finance Director
<b>Item:</b>	Accounts Payable Report		

**RECOMMENDED ACTION:**

Review and Approve Accounts Payable Listing

**OVERVIEW:**

Departmental submission of invoices to be included on the Accounts Payable Listing.

**BUDGETARY/FISCAL ISSUES:**

Reduction of all Departmental Budgets by amount approved.

**ATTACHMENTS:**

1. Vendor Pymt History Report 12-13-22 Thru 12-28-22



Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account.		thru
Check.. Date.....	12/13/2022	thru 12/28/2022
Source Codes.....		thru
Journal Entry Dates.....		thru
Journal Entry Ids.....		thru
Check.. Number.....		thru
Project.....		thru
Vendor.....		thru
Invoice.....		thru
Purchase Order.....		thru
Bank.....		thru
Payment Method...		
Totals Only?.....	N	
1099 Vendors Only?.....		
Lower Dollars Limit.....		
Create Excel file & Download	N	

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01		MNWIPRT01	Y	S	6	066	10			

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ACE ROLLOFFS & DISPOSAL				003696											
	67024	12/13/22	GARBAGE SERVICE-DEC		222.19		234/12-22		D	N	01			CLEANING AND WAS	101.45433.0228
	67024	12/13/22	GARBAGE SERVICE-DEC		24.35		240/12-22		D	N	01			CLEANING AND WAS	651.48484.0228
	67024	12/13/22	GARBAGE SERVICE-DEC		209.71		241/12-22		D	N	01			CLEANING AND WAS	651.48484.0228
					456.25	*CHECK	TOTAL								
	67103	12/20/22	GARBAGE SERVICE-DEC		46.15		231/12-22		D	N	01			CLEANING AND WAS	101.43425.0338
	67103	12/20/22	GARBAGE SERVICE-DEC		49.68		233/12-22		D	N	01			CLEANING AND WAS	101.45435.0228
	67103	12/20/22	GARBAGE SERVICE-DEC		222.19		234/12-22		D	N	01			CLEANING AND WAS	101.45433.0228
	67103	12/20/22	GARBAGE SERVICE-DEC		52.70		237/12-22		D	N	01			CLEANING AND WAS	101.42412.0338
	67103	12/20/22	GARBAGE SERVICE-DEC		129.48		238/12-22		D	N	01			CLEANING AND WAS	101.43425.0338
	67103	12/20/22	GARBAGE SERVICE-DEC		202.64		239/12-22		D	N	01			CLEANING AND WAS	101.43425.0338
					702.84	*CHECK	TOTAL								
				VENDOR TOTAL	1,159.09										
AMAZON CAPITAL SERVICES				003557											
	67025	12/13/22	EBOOK IS TECH		15.00		1M9X-R19H-1XJW		D	-				TRAVEL-CONF.-SCH	101.41409.0333
	67104	12/20/22	PHONE CASES		30.97		1FXQ-XNYG-J3RR		D	-				GENERAL SUPPLIES	101.42411.0229
	67180	12/27/22	THERMAL CAMERA&CASE		476.18		1YJF-VHLV-PXKG		D	-				SMALL TOOLS	101.42411.0221
	67180	12/27/22	SUPPLIES-CRIME SCENE KIT		150.97		1377-CCGT-HVV4		D	-				GENERAL SUPPLIES	101.42411.0229
					627.15	*CHECK	TOTAL								
	67217	12/28/22	CABLE FOR CONF RM 1		16.98		1RLDKCG4VJP7		D	-				SMALL TOOLS	101.41409.0221
	67217	12/28/22	REPLACEMENT DSLR		1,199.00		1YQYPQQYMCNG		D	-				MTCE. OF STRUCTU	101.41409.0225
	67217	12/28/22	PHONE CASE FOR 3234		17.25		19TRJKCRR3RN		D	-				GENERAL SUPPLIES	101.42411.0229
					1,233.23	*CHECK	TOTAL								
				VENDOR TOTAL	1,906.35										
AMERICAN SOLUTIONS FOR B				000046											
	67105	12/20/22	W'2/1099'S/ENVELOPES		559.36		INV06414582		D	-				OFFICE SUPPLIES	101.41405.0220
AMERICAN WELDING & GAS I				000057											
	67026	12/13/22	WELDING GAS		78.72		08958596		D	-				RENTS	101.43425.0440
ANDERSON LAW OFFICES				002954											
	67027	12/13/22	LEGAL SERVICES-NOV		18,548.60		2263		D	N	01			PROFESSIONAL SER	101.41406.0446
APPLIED CONCEPTS INC				001525											
	67218	12/28/22	RADAR-SQUAD 37		3,330.00		S279817		D	-				SMALL TOOLS	101.42411.0221
ARAMARK				000051											
	67028	12/13/22	UNIFORM RENTAL		9.82		256000665489		D	-				RENTS	101.42412.0440
	67028	12/13/22	UNIFORM RENTAL		99.78		2560065482		D	-				RENTS	101.43425.0440
	67028	12/13/22	UNIFORM RENTAL		74.76		2560067978		D	-				RENTS	101.43425.0440
	67028	12/13/22	UNIFORM RENTAL		9.82		2560067994		D	-				RENTS	101.42412.0440
	67028	12/13/22	UNIFORM RENTAL		77.14		2560070691		D	-				RENTS	101.43425.0440

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ARAMARK				000051											
	67028	12/13/22		UNIFORM RENTAL	9.70		2560070726		D	-				RENTS	101.42412.0440
	67028	12/13/22		UNIFORM RENTAL	86.05		2560072726		D	-				RENTS	101.43425.0440
	67028	12/13/22		UNIFORM RENTAL	10.78		2560072763		D	-				RENTS	101.42412.0440
					377.85	*CHECK	TOTAL								
				VENDOR TOTAL	377.85										
AT&T MOBILITY				000075											
	67029	12/13/22		PHONE SERVICE-DEC	14.82		12032022		D	-				COMMUNICATIONS	101.41409.0330
	67029	12/13/22		PHONE SERVICE-DEC	1,196.62		12032022		D	-				COMMUNICATIONS	101.41409.0330
					1,211.44	*CHECK	TOTAL								
				VENDOR TOTAL	1,211.44										
ATHMANN KYLE				003768											
	67106	12/20/22		INVESTIGATION TRAINING	108.00		120622		D	-				TRAVEL-CONF.-SCH	101.42411.0333
AVENU INSIGHTS & ANALYTI				000131											
	67219	12/28/22		AS400 HOSTING-DEC	2,869.18		INVB-041350		D	-				SUBSCRIPTIONS AN	101.41409.0443
AXON ENTERPRISE INC				002266											
	67030	12/13/22		MAINT LICENSE 2022-202	1,828.37		INUS120159		D	-				LICENSES AND TAX	101.42411.0445
BAKER GRAPHICS INC				000917											
	67107	12/20/22		HANDICAPPED SIGNS	20.00		22010		D	-				GENERAL SUPPLIES	101.42411.0229
BATTERY WHOLESALE INC				002860											
	67108	12/20/22		RECYCLING FEE	14.00		208309WIL		D	-				CLEANING AND WAS	651.48484.0228
BENSON LAUNDRY				003377											
	67031	12/13/22		CLEANING SUPPLIES	57.54		380249		D	-				CLEANING AND WAS	101.45433.0228
BERGANKDV				003702											
	67032	12/13/22		PROJECT PROGRESS 10/30	1,400.00		1180558		D	-				PROFESSIONAL SER	101.41408.0446
BERNICK'S PEPSI-COLA CO				000103											
	67109	12/20/22		CONCESSION/VENDING	697.44		I33939		D	-				GENERAL SUPPLIES	101.45433.0229
	67109	12/20/22		CONCESSION SUPPLIES	2,228.36		10022997		D	-				GENERAL SUPPLIES	101.45433.0229
					2,925.80	*CHECK	TOTAL								
	67181	12/27/22		CONCESSION SUPPLIES	190.08		I34314		D	-				GENERAL SUPPLIES	101.45433.0229
				VENDOR TOTAL	3,115.88										
BOLTON & MENK INC				001010											
	67033	12/13/22		PROF SERV-NOV	3,107.50		0301232		D	-				PROFESSIONAL SER	101.43417.0446
	67182	12/27/22		PROF SERV/10-01 TO 10-	3,700.00		0301216		D	-				PROFESSIONAL SER	101.43417.0446
	67182	12/27/22		PROF SERV/10-01 TO 10-	2,527.50		0301216		D	-				PROFESSIONAL SER	421.48452.0446
	67182	12/27/22		APRON EXPANSION	8,800.00		302961		D	-				PROFESSIONAL SER	430.43430.0446

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC				001010											
		67182	12/27/22	AWOS INSTALLATION	6,250.00		302962		D	-				PROFESSIONAL SER	430.43430.0446
					21,277.50	*CHECK	TOTAL								
				VENDOR TOTAL	24,385.00										
BRELAND ENTERPRISES, INC				003785											
		67110	12/20/22	PERMIT CANCELLED-REFUND	87.25		121422		D	-				REFUNDS AND REIM	101.41428.0882
BSE				001980											
		67183	12/27/22	PARKING/ST LIGHT REPLA	1,079.80		925268410		D	-				MTCE. OF STRUCTU	101.45433.0225
BSN SPORTS LLC				003001											
		67034	12/13/22	FOOTBALL PYLANS	415.00		918236274		D	-				GENERAL SUPPLIES	101.45432.0229
CANON FINANCIAL SERVICES				002336											
		67184	12/27/22	COPIER LEASE-DEC	98.56		29678270		D	-				RENTS	101.41405.0440
CAPITAL ONE				003647											
		67035	12/13/22	LAUNDRY SUPPLIES	15.94		102122		D	-				GENERAL SUPPLIES	101.45432.0229
		67035	12/13/22	DRY ERASE BOARD	39.84		110322		D	-				OFFICE SUPPLIES	101.42412.0220
		67035	12/13/22	HOOK BOARD	10.97		110322		D	-				GENERAL SUPPLIES	101.42412.0229
		67035	12/13/22	3M STRINGS	18.56		110922		D	-				GENERAL SUPPLIES	101.45432.0229
		67035	12/13/22	MINI FRIDGE	89.00		110922		D	-				SMALL TOOLS	101.45433.0221
		67035	12/13/22	LEGOS FOR TRAINING	39.94		111522		D	-				TRAVEL-CONF.-SCH	101.42412.0333
		67035	12/13/22	CONCESSION SUPPLIES	191.27		111522		D	-				GENERAL SUPPLIES	101.45433.0229
		67035	12/13/22	BREAKROOM SUPPLIES	45.14		111622		D	-				GENERAL SUPPLIES	651.48484.0229
		67035	12/13/22	GENERAL SUPPLIES	18.56		111822		D	-				OFFICE SUPPLIES	101.45432.0220
					469.22	*CHECK	TOTAL								
		67220	12/28/22	GENERAL SUPPLIES	47.88		112122		D	-				SUBSISTENCE OF P	101.42411.0227
		67220	12/28/22	SHOP WITH COP-WAL. CAR	1,000.00		120522		D	-				GENERAL SUPPLIES	899.42411.0229
		67220	12/28/22	BREAKROOM SUPPLIES	45.42		120722		D	-				GENERAL SUPPLIES	651.48484.0229
		67220	12/28/22	RIBBON CUTTING SUPPLIES	61.00		121922		D	-				GENERAL SUPPLIES	101.45432.0229
					1,154.30	*CHECK	TOTAL								
				VENDOR TOTAL	1,623.52										
CARD SERVICES				002552											
		67111	12/20/22	CONCESSION SUPPLIES	17.16		110422		D	-				GENERAL SUPPLIES	101.45433.0229
		67111	12/20/22	CONCESSION SUPPLIES	17.16		110522		D	-				GENERAL SUPPLIES	101.45433.0229
		67111	12/20/22	CONCESSION SUPPLIES	24.48		111522		D	-				GENERAL SUPPLIES	101.45433.0229
		67111	12/20/22	CONCESSION SUPPLIES	160.68		111622		D	-				GENERAL SUPPLIES	101.45433.0229
		67111	12/20/22	CONCESSION SUPPLIES	77.85		111822		D	-				GENERAL SUPPLIES	101.45433.0229
		67111	12/20/22	CONCESSION SUPPLIES	17.16		112922		D	-				GENERAL SUPPLIES	101.45432.0229
		67111	12/20/22	CONCESSION SUPPLIES	17.16		120122		D	-				GENERAL SUPPLIES	101.45433.0229
					331.65	*CHECK	TOTAL								
				VENDOR TOTAL	331.65										
CARDMEMBER SERVICE				002365											
		67102	12/19/22	MAGNETIC GLASS BOARD	68.33		STMT/11-22		D	-				OFFICE SUPPLIES	101.41400.0220
		67102	12/19/22	CGMC FALL CONFERENCE	114.89		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.41400.0333

Vendor Payment History Report  
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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER	SERVICE			002365											
		67102	12/19/22	POP/WATER FOR EVENT	47.77		STMT/11-22		D	-				SUBSISTENCE OF P	101.41401.0227
		67102	12/19/22	COUNCIL SESSION-FOOD	40.59		STMT/11-22		D	-				SUBSISTENCE OF P	101.41401.0227
		67102	12/19/22	COUNCIL SESSION-FOOD	2.79		STMT/11-22		D	-				SUBSISTENCE OF P	101.41401.0227
		67102	12/19/22	COUNCIL SESSION-FOOD	10.78		STMT/11-22		D	-				SUBSISTENCE OF P	101.41401.0227
		67102	12/19/22	COUNCIL SESSION-FOOD	62.70		STMT/11-22		D	-				SUBSISTENCE OF P	101.41401.0227
		67102	12/19/22	MAGNETIC GLASS BOARD	444.94		STMT/11-22		D	-				GENERAL SUPPLIES	101.41401.0229
		67102	12/19/22	BOARD DIRECTORS RETREAT	229.78		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.41401.0333
		67102	12/19/22	MAGNETIC GLASS BOARD	217.69		STMT/11-22		D	-				OFFICE SUPPLIES	101.41402.0220
		67102	12/19/22	EXCEL CLASS	22.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67102	12/19/22	2023 CALENDAR	20.49		STMT/11-22		D	-				OFFICE SUPPLIES	101.41403.0220
		67102	12/19/22	MARCI WELCOME MEETING	14.92		STMT/11-22		D	-				SUBSISTENCE OF P	101.41408.0227
		67102	12/19/22	TV FOR CONFERENCE RM 1	599.99		STMT/11-22		D	-				MTCE. OF STRUCTU	101.41409.0225
		67102	12/19/22	TV-ADMIN CONFERENCE RM	477.99		STMT/11-22		D	-				MTCE. OF STRUCTU	101.41409.0225
		67102	12/19/22	UNLIMITED CALLING PLAN	34.43		STMT/11-22		D	-				COMMUNICATIONS	101.41409.0330
		67102	12/19/22	ELECTRICAL RPR-CIVIC CNT	45.29		STMT/11-22		D	-				MTCE. OF STRUCTU	101.41409.0335
		67102	12/19/22	BACKUP FORMANI COMPUTERS	39.96		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.41409.0443
		67102	12/19/22	SUBSCRIPTION	100.00		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.41409.0443
		67102	12/19/22	CERTIFIED MAIL	9.41		STMT/11-22		D	-				PRINTING AND PUB	101.41420.0331
		67102	12/19/22	JOB ADS	80.00		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.41420.0443
		67102	12/19/22	JOB POSTING ADS	547.97		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.41420.0443
		67102	12/19/22	SCALE	35.99		STMT/11-22		D	-				REFUNDS AND REIM	101.41428.0882
		67102	12/19/22	ADAPTER-STREET CRIMES	84.98		STMT/11-22		D	-				SMALL TOOLS	101.42411.0221
		67102	12/19/22	LUNCH FOR COPS	64.73		STMT/11-22		D	-				SUBSISTENCE OF P	101.42411.0227
		67102	12/19/22	WPD PROMO ITEMS	1,276.43		STMT/11-22		D	-				GENERAL SUPPLIES	101.42411.0229
		67102	12/19/22	TOOLS-ANNUAL CERT	644.00		STMT/11-22		D	-				GENERAL SUPPLIES	101.42411.0229
		67102	12/19/22	REPLACE-BATTERIES/PACK	53.78		STMT/11-22		D	-				GENERAL SUPPLIES	101.42411.0229
		67102	12/19/22	BATTERIES	63.17		STMT/11-22		D	-				GENERAL SUPPLIES	101.42411.0229
		67102	12/19/22	INSTRUCTOR CERTIFICATION	220.26		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.42411.0333
		67102	12/19/22	INVESTIGATION TECHNIQUES	49.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.42411.0333
		67102	12/19/22	BCA LEADERSHIP TRAINING	105.23		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.42411.0333
		67102	12/19/22	ADVANCED FORENSIC TRAIN	169.50		STMT/11-22		D	-				MTCE. OF EQUIPME	101.42411.0334
		67102	12/19/22	TRAINING-ATHMANN&ARRENDOND	450.00		STMT/11-22		D	-				MTCE. OF STRUCTU	101.42411.0335
		67102	12/19/22	MEMBERSHIP	25.00		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.42411.0443
		67102	12/19/22	SOFTWARE LICENSE	20.25		STMT/11-22		D	-				LICENSES AND TAX	101.42411.0445
		67102	12/19/22	FRGN TRANS FEE	0.60		STMT/11-22		D	-				LICENSES AND TAX	101.42411.0445
		67102	12/19/22	ROCK CLIMBING GEAR	122.89		STMT/11-22		D	-				SMALL TOOLS	101.42412.0221
		67102	12/19/22	FIRE SPRINKLER TRAINING	350.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.42412.0333
		67102	12/19/22	FIRE SPRINKLER TRAINING	350.00		STMT/11-22		D	-				MTCE. OF EQUIPME	101.42412.0334
		67102	12/19/22	2023 MEMBERSHIP-AMAZON	179.00		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.42412.0443
		67102	12/19/22	PROFESSIONAL FEE	150.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.43417.0333
		67102	12/19/22	CONTRUCTION SITE RECERT	120.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.43418.0333
		67102	12/19/22	CHRISTMAS LIGHTS	388.22		STMT/11-22		D	-				GENERAL SUPPLIES	101.43425.0229
		67102	12/19/22	PLUG CAP COVER TUBE	21.51		STMT/11-22		D	-				GENERAL SUPPLIES	101.43425.0229
		67102	12/19/22	CLASS-RADUNZ&JUVEN	220.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	101.43425.0333
		67102	12/19/22	SUBSCRIPTION	95.00		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.43425.0443
		67102	12/19/22	RECERTIFICATION FEE	100.00		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.43425.0443
		67102	12/19/22	COMPUTER MOUSE	14.01		STMT/11-22		D	-				OFFICE SUPPLIES	101.45432.0220
		67102	12/19/22	HDMI CORD ADAPTER	21.56		STMT/11-22		D	-				SMALL TOOLS	101.45432.0221
		67102	12/19/22	SIGN DISPLAY	38.82		STMT/11-22		D	-				SMALL TOOLS	101.45432.0221

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CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE		002365											
67102	12/19/22	SHELVES	46.36		STMT/11-22		D	-				SMALL TOOLS	101.45432.0221
67102	12/19/22	IPAD-EVENT CENTER	477.99		STMT/11-22		D	-				SMALL TOOLS	101.45432.0221
67102	12/19/22	TENNIS BALLS	215.64		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	CARTS FOR BALLS	975.68		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	CARTS	829.49		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	CRAFTS	27.86		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	CRAFTS	80.73		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	SUPPLIES	102.01		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	VOLLEYBALLS	164.34		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	PICKLEBALLS	156.30		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	SCOREBOARD	113.15		STMT/11-22		D	-				GENERAL SUPPLIES	101.45432.0229
67102	12/19/22	MEMBERSHIP	16.17		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.45432.0443
67102	12/19/22	LUBRICANT SPRAY	56.91		STMT/11-22		D	-				MOTOR FUELS AND	101.45433.0222
67102	12/19/22	PLASTIC TOTES	38.75		STMT/11-22		D	-				GENERAL SUPPLIES	101.45433.0229
67102	12/19/22	SUPPLIES	53.06		STMT/11-22		D	-				GENERAL SUPPLIES	101.45435.0229
67102	12/19/22	CHRISTMAS SUPPLIES	47.15		STMT/11-22		D	-				GENERAL SUPPLIES	101.45435.0229
67102	12/19/22	HOLIDAY OFFICE SUPPLIES	49.19		STMT/11-22		D	-				GENERAL SUPPLIES	101.45435.0229
67102	12/19/22	BINGO PRIZES	41.68		STMT/11-22		D	-				GENERAL SUPPLIES	101.45435.0229
67102	12/19/22	TRIB SUBSCRIPTION	256.50		STMT/11-22		D	-				SUBSCRIPTIONS AN	101.45435.0443
67102	12/19/22	AD	15.00		STMT/11-22		D	-				ADVERTISING	101.45435.0447
67102	12/19/22	AD	2.46		STMT/11-22		D	-				ADVERTISING	101.45435.0447
67102	12/19/22	AD	15.00		STMT/11-22		D	-				ADVERTISING	101.45435.0447
67102	12/19/22	PICKLEBALL NETS	839.27		STMT/11-22		D	-				GENERAL SUPPLIES	101.45506.0229
67102	12/19/22	RENTAL AGREEMENT	121.76		STMT/11-22		D	-				TRAVEL-CONF.-SCH	235.41402.0333
67102	12/19/22	LODGING FOR EVENT	143.16		STMT/11-22		D	-				TRAVEL-CONF.-SCH	235.41402.0333
67102	12/19/22	LATINO WELCOME EVENT	12.00		STMT/11-22		D	-				ADVERTISING	235.41402.0447
67102	12/19/22	STORMWATER/MS4 PERMIT	120.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	651.48484.0333
67102	12/19/22	REGISTRATION CLASS-RUTER	23.00		STMT/11-22		D	-				TRAVEL-CONF.-SCH	651.48484.0333
67102	12/19/22	REGISTRATION CLASS-RUTER	0.49		STMT/11-22		D	-				TRAVEL-CONF.-SCH	651.48484.0333
67102	12/19/22	CURBSIDE KITS	108.61		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	CRAFTS	33.82		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	SANTA HATS	30.38		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	GEL/FLOSS	10.34		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	GARLAND	188.32		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	KITS	44.76		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	GARLAND HOLIDAY KITS	68.52		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	KITS	56.86		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	HOLIDAY KITS	24.00		STMT/11-22		D	-				SUBSISTENCE OF P	899.45435.0227
67102	12/19/22	CRAFTS	15.70		STMT/11-22		D	-				GENERAL SUPPLIES	899.45435.0229
67102	12/19/22	CRAFTS	23.47		STMT/11-22		D	-				GENERAL SUPPLIES	899.45435.0229
			14,312.52	*CHECK	TOTAL								
		VENDOR TOTAL	14,312.52										

CARRANZA/NOE		002547											
67036	12/13/22	INTERPRTED 12/02/22	120.00		133		D	N	01			PROFESSIONAL SER	101.42411.0446
67036	12/13/22	INTERVIEW 12/04/22	120.00		135		D	N	01			PROFESSIONAL SER	101.42411.0446
67036	12/13/22	INTERVIEW 12/06/22	120.00		137		D	N	01			PROFESSIONAL SER	101.42411.0446
			360.00	*CHECK	TOTAL								

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARRANZA/NOE				002547											
	67112	12/20/22	INTERVIEW	12/10/22	120.00		139		D	N	01			PROFESSIONAL SER	101.42411.0446
	67185	12/27/22	INTERPRTED	12/11/22	120.00		141		D	N	01			PROFESSIONAL SER	101.42411.0446
	67185	12/27/22	INTERVIEW	12/11/22	120.00		143		D	N	01			PROFESSIONAL SER	101.42411.0446
					240.00	*CHECK	TOTAL								
	67221	12/28/22	INTERPRETED	12/23/22	120.00		146		D	N	01			PROFESSIONAL SER	101.42411.0446
	67221	12/28/22	INTERPRETED	12/26/22	180.00		148		D	N	01			PROFESSIONAL SER	101.42411.0446
					300.00	*CHECK	TOTAL								
			VENDOR TOTAL		1,020.00										
CENTERPOINT ENERGY				000467											
	466	12/20/22	NATURAL GAS-NOV		16.80		6038773/11-22		M	-				UTILITIES	101.43425.0332
	466	12/20/22	NATURAL GAS-NOV		751.87		6048932/11-22		M	-				UTILITIES	651.48484.0332
	466	12/20/22	NATURAL GAS-NOV		2,590.78		6061271/11-22		M	-				UTILITIES	101.45433.0332
	466	12/20/22	NATURAL GAS-NOV		16.80		6069198/11-22		M	-				UTILITIES	101.43425.0332
	466	12/20/22	NATURAL GAS-NOV		16.80		6072309/11-22		M	-				UTILITIES	101.45437.0332
	466	12/20/22	NATURAL GAS-NOV		807.29		6084836/11-22		M	-				UTILITIES	101.45435.0332
	466	12/20/22	NATURAL GAS-NOV		4,634.39		6085332/11-22		M	-				UTILITIES	101.45433.0332
	466	12/20/22	NATURAL GAS-NOV		16.80		6093527/11-22		M	-				UTILITIES	101.43425.0332
					8,851.53	*CHECK	TOTAL								
			VENDOR TOTAL		8,851.53										
CENTRAL COUNTIES COOPERA				001259											
	67113	12/20/22	WEED KILLER		700.00	CR	22966		D	-				GENERAL SUPPLIES	101.43425.0229
	67113	12/20/22	WEED KILLER		1,711.54		22967		D	-				GENERAL SUPPLIES	101.43425.0229
					1,011.54	*CHECK	TOTAL								
			VENDOR TOTAL		1,011.54										
CENTRAL TIRE AND AUTO IN				000150											
	67037	12/13/22	SHOP SUPPLIES		5.00		90547		D	-				MTCE. OF EQUIPME	101.42412.0224
	67037	12/13/22	ALIGNMENT-LABOR		120.00		90547		D	-				MTCE. OF EQUIPME	101.42412.0334
					125.00	*CHECK	TOTAL								
	67114	12/20/22	#183430 ALIGNMENT		85.00		90518		D	-				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL		210.00										
CHAPPELL CENTRAL INC				000156											
	67115	12/20/22	MAINTANCE ON HVAC EQUIP		619.30		SVC-106690		D	-				MTCE. OF EQUIPME	101.45435.0334
CINTAS CORPORATION				001708											
	67222	12/28/22	FIRST AID SUPPLIES		111.01		5137838926		D	-				GENERAL SUPPLIES	101.45433.0229
CITY OF WILLMAR-GENERAL				000292											
	67223	12/28/22	2023 FOOD SERV. PERMIT		30.00		122222		D	-				LICENSES AND TAX	101.45433.0445
CIVIL AIR PATROL MAGAZIN				003103											
	67116	12/20/22	ADVERTISING		295.00		IN2708002		D	-				ADVERTISING	101.42411.0447

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CODE 4 SERVICES INC				002984											
		67038	12/13/22	NEW SQUADS 4/23/37/38	1,152.00		7842		D	-				MTCE. OF EQUIPME	101.42411.0224
COMPASS MINERALS AMERICA				003116											
		67186	12/27/22	ROAD SLAT	4,788.98		1096995		D	-				GENERAL SUPPLIES	101.43425.0229
COORDINATED BUSINESS SYS				003677											
		67039	12/13/22	MANAGED PRINT SERVICES	114.65		INV260783		D	-				OFFICE SUPPLIES	208.45005.0220
		67224	12/28/22	MANAGED PRINT SERVICES	120.96		INV266394		D	-				OFFICE SUPPLIES	208.45005.0220
				VENDOR TOTAL	235.61										
CROW CHEMICAL & LIGHTING				000186											
		67040	12/13/22	CLEANING SUPPLIES	195.89		1220334		D	-				GENERAL SUPPLIES	651.48484.0229
		67040	12/13/22	CLEANING SUPPLIES	39.00		122053		D	-				GENERAL SUPPLIES	651.48484.0229
					234.89		*CHECK TOTAL								
		67117	12/20/22	STAINLESS STEEL CLNR	58.00		122922		D	-				CLEANING AND WAS	101.43425.0228
		67187	12/27/22	SPILIFER WIPES	126.60		123127		D	-				GENERAL SUPPLIES	101.43425.0229
				VENDOR TOTAL	419.49										
DAKTRONICS INC				000193											
		67041	12/13/22	REPLC SCOREBOARD PANEL	876.00		6992355		D	-				MTCE. OF EQUIPME	101.45433.0224
DELTA DENTAL OF MINNESOT				002867											
		67118	12/20/22	DENTAL INSURANCE-JAN	177.50		CNS0001131803		D	-				COBRA INS PREMIU	101.120001
		67118	12/20/22	DENTAL INSURANCE-JAN	4,422.47		CNS0001131803		D	-				INS. PASS THROUG	101.41428.0819
					4,599.97		*CHECK TOTAL								
				VENDOR TOTAL	4,599.97										
DEPT OF HUMAN SERVICES				002914											
		67042	12/13/22	ECPN PAYMENT-JAN	13,936.74		00000724068		D	-				OTHER CHARGES	101.41428.0449
DOOLEY'S PETROLEUM INC				000212											
		67119	12/20/22	2.124 GALLONS UNLEADE	15,887.39		337135		D	-				INVENTORIES-MDSE	101.125000
		67119	12/20/22	4.615 GALLONS DIESEL	9,304.68		337136		D	-				INVENTORIES-MDSE	101.125000
					25,192.07		*CHECK TOTAL								
		67188	12/27/22	PLANT GAS	462.45		296959		D	-				MOTOR FUELS AND	651.48484.0222
				VENDOR TOTAL	25,654.52										
ELECTRIC MOTOR COMPANY				003288											
		67189	12/27/22	MOTOR REPAIR	6.12		159153		D	-				MTCE. OF STRUCTU	101.45433.0335
ELECTRIC PUMP INC				000788											
		67190	12/27/22	L.S. REPAIR KITS	1,826.84		0074931-IN		D	-				MTCE. OF EQUIPME	651.48485.0224



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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ETTERMAN ENTERPRISES				001567											
		67120	12/20/22	SHOP SUPPLIES	217.92		333316		D	N	01			GENERAL SUPPLIES	651.48484.0229
EXPLORE MINNESOTA				003782											
		67225	12/28/22	DECEMBER E-NEWSLETTER	200.00		SI17941		D	-				ADVERTISING	208.45006.0447
FANCY COATS				002172											
		67226	12/28/22	BOARD K-9 12/07-12/12	130.00		121222		D	-				PROFESSIONAL SER	101.42411.0446
FARM-RITE EQUIPMENT				003002											
		67043	12/13/22	#614495 OIL/FILTERS	152.39		P41322		D	-				INVENTORIES-MDSE	101.125000
		67121	12/20/22	#163318 GAS FILTER/HYD	292.06		P41545		D	-				INVENTORIES-MDSE	101.125000
		67121	12/20/22	#163318 BROOM BRISTLES	977.14		P41546		D	-				INVENTORIES-MDSE	101.125000
		67121	12/20/22	#163318 BROOM BRISTLES	93.52		P41580		D	-				INVENTORIES-MDSE	101.125000
		67121	12/20/22	MINI LOADER-RENTAL	218.40		R10936		D	-				RENTS	651.48484.0440
					1,581.12	*CHECK	TOTAL								
				VENDOR TOTAL	1,733.51										
FARMER DAVE LLC				003617											
		67044	12/13/22	HAULED BIOSOILDS	3,333.69		110522		D	N	01			OTHER SERVICES	651.48486.0339
		67044	12/13/22	HAULED BIOSOLIDS	3,675.75		111922		D	N	01			OTHER SERVICES	651.48486.0339
					7,009.44	*CHECK	TOTAL								
				VENDOR TOTAL	7,009.44										
FELT/JAMES E				000993											
		67045	12/13/22	TKD SPONSOR/ADVERTISING	100.00		113022		D	-				ADVERTISING	101.42411.0447
		67191	12/27/22	SUPERVISOR MTG&CERT FOOD	235.96		121522		D	-				SUBSISTENCE OF P	101.42411.0227
				VENDOR TOTAL	335.96										
FERGUSON ENTERPRISES INC				000810											
		67192	12/27/22	PVC PLUF-SWANSSON BRM	1.23		9760079		D	-				MTCE. OF STRUCTU	101.43425.0225
FISCHER/BETH				002484											
		67227	12/28/22	HDMI CABLE	49.60		121922		D	-				SMALL TOOLS	208.45005.0221
		67227	12/28/22	CELL PHONE (OCT - DEC)	150.00		122622		D	-				COMMUNICATIONS	208.45005.0330
					199.60	*CHECK	TOTAL								
				VENDOR TOTAL	199.60										
FLAHERTY & HOOD P.A.				001449											
		67046	12/13/22	LABOR/EMPL. CONSULT-DE	4,758.75		18537		D	N	01			PROFESSIONAL SER	101.41406.0446
		67046	12/13/22	GEN MUN & TRAVEL-NOV	9,540.00		18589		D	N	01			PROFESSIONAL SER	101.41406.0446
					14,298.75	*CHECK	TOTAL								
				VENDOR TOTAL	14,298.75										
FLEETPRIDE				002973											
		67047	12/13/22	FILTERS	110.88		104017253		D	-				INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FLEETPRIDE 002973															
		67047	12/13/22	FILTERS	384.59		104127378		D	-				INVENTORIES-MDSE	101.125000
		67047	12/13/22	FILTERS	34.65		104150708		D	-				INVENTORIES-MDSE	101.125000
					530.12	*CHECK	TOTAL								
		67122	12/20/22	FILTERS	181.93		104103176		D	-				INVENTORIES-MDSE	101.125000
		67122	12/20/22	FILTERS	106.45		104153433		D	-				INVENTORIES-MDSE	101.125000
		67122	12/20/22	FILTERS	11.51		104238743		D	-				INVENTORIES-MDSE	101.125000
		67122	12/20/22	FILTERS	88.72		104241703		D	-				INVENTORIES-MDSE	101.125000
		67122	12/20/22	FILTERS	67.78		104306862		D	-				INVENTORIES-MDSE	101.125000
					456.39	*CHECK	TOTAL								
		67193	12/27/22	FILTERS	37.79		104420892		D	-				INVENTORIES-MDSE	101.125000
				VENDOR TOTAL	1,024.30										
FORUM COMMUNICATIONS COM 002269															
		67048	12/13/22	PURSUANT TO ACTION	138.14		I2022.00049507		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	PURSUANT TO ACTION	101.54		I2022.00049508		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	COUNCIL MEETING PROPOSE	33.28		I2022.00049511		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	PURSUANT TO ACTION	118.13		I2022.00049512		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	PURSUANT TO ACTION	94.88		I2022.00049513		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	10/05/22 VEHICLE AUCTION	333.84		I2022.00049514		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	VEHICLE AUCTION	194.88		I2022.00049515		D	-				OTHER SERVICES	101.41428.0339
		67048	12/13/22	GENREAL ELECTION BALLOT	205.44		I2022.00049516		D	-				PRINTING AND PUB	101.41424.0331
		67048	12/13/22	ORD NO. 1486 AUTHORIZ	88.22		I2022.00049517		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	SUMMARY PUBLICAITON	81.56		I2022.00049518		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	ORD NO. 1485 AUTHORIZ	116.42		I2022.00049519		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	NOTICE HEREBY GIVEN THAT	66.56		I2022.00076039		D	-				PRINTING AND PUB	101.41403.0331
		67048	12/13/22	ORD NO 1491 AMENDING	58.26		I2022.00076040		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	ORD NO. 1492 AMENDING	134.82		I2022.00076041		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	WATER RATE ORDINANCE	520.45		I2022.00076042		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	PURSUANT TO ACTION	256.32		I2022.00076043		D	-				PRINTING AND PUB	101.41401.0331
		67048	12/13/22	ORD NO. 1493 AMENDING	559.82		I2022.00076044		D	-				PRINTING AND PUB	101.41401.0331
					3,102.56	*CHECK	TOTAL								
		67123	12/20/22	HEARING ON APPEAL	116.42		I2022.00049509		D	-				ADVERTISING	101.41402.0447
		67123	12/20/22	EXTRACT MINUTES MEETING	301.31		I2022.00049510		D	-				ADVERTISING	101.41402.0447
					417.73	*CHECK	TOTAL								
				VENDOR TOTAL	3,520.29										
FP MAILING SOLUTIONS 001791															
		67049	12/13/22	POSTAGE MTR RENT-1ST QTR	174.21		RI105572916		D	-				PREPAID EXPENSES	101.128000
GENERAL MAILING SERVICES 000293															
		67050	12/13/22	POSTAGE 11/14-11/18/22	72.99		46860		D	-				POSTAGE	101.41403.0223
		67050	12/13/22	POSTAGE 11/07-11/11/22	4.13		64816		D	-				POSTAGE	101.41403.0223
		67050	12/13/22	POSTAGE 11/21-11/25/22	0.75		64903		D	-				POSTAGE	101.41403.0223
		67050	12/13/22	POSTAGE 11/28-12/02/22	3.58		64946		D	-				POSTAGE	101.41403.0223
		67050	12/13/22	POSTAGE 11/28-12/02/22	57.75		64946		D	-				POSTAGE	101.41424.0223

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293		67050	12/13/22	TOURISM POSTAGE	359.51		65017		D	-				POSTAGE	208.45006.0223
					498.71	*CHECK	TOTAL								
67124	12/20/22	POSTAGE	11/02-11/30/22		50.90		65140		D	-				POSTAGE	101.42411.0223
67124	12/20/22	POSTAGE	11/09/22		13.76		65142		D	-				POSTAGE	101.42412.0223
67124	12/20/22	POSTAGE	11/28/22		13.84		65142		D	-				POSTAGE	651.48484.0223
					78.50	*CHECK	TOTAL								
67194	12/27/22	POSTAGE	11/14-11/18/22		2.25		46860		D	-				POSTAGE	101.41401.0223
67194	12/27/22	POSTAGE	11/14-11/18/22		39.68		46860		D	-				POSTAGE	101.41402.0223
67194	12/27/22	POSTAGE	11/14-11/18/22		76.69		46860		D	-				POSTAGE	101.41405.0223
67194	12/27/22	POSTAGE	11/14-11/18/22		20.00		46860		D	-				POSTAGE	101.41408.0223
67194	12/27/22	POSTAGE	11/14-11/18/22		0.75		46860		D	-				POSTAGE	101.42411.0223
67194	12/27/22	POSTAGE	11/14-11/18/22		1.84		46860		D	-				POSTAGE	101.43425.0223
67194	12/27/22	POSTAGE	11/14-11/18/22		8.59		46860		D	-				POSTAGE	651.48484.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		1.50		64816		D	-				POSTAGE	101.41400.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		15.75		64816		D	-				POSTAGE	101.41402.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		18.75		64816		D	-				POSTAGE	101.41405.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		20.00		64816		D	-				POSTAGE	101.41408.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		3.00		64816		D	-				POSTAGE	101.41420.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		1.50		64816		D	-				POSTAGE	101.42411.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		0.75		64816		D	-				POSTAGE	101.43425.0223
67194	12/27/22	POSTAGE	11/07-11/11/22		0.75		64816		D	-				POSTAGE	230.43430.0223
67194	12/27/22	POSTAGE	11/21-11/25/22		16.50		64903		D	-				POSTAGE	101.41400.0223
67194	12/27/22	POSTAGE	11/21-11/25/22		0.75		64903		D	-				POSTAGE	101.41401.0223
67194	12/27/22	POSTAGE	11/21-11/25/22		6.00		64903		D	-				POSTAGE	101.41402.0223
67194	12/27/22	POSTAGE	11/21-11/25/22		75.94		64903		D	-				POSTAGE	101.41405.0223
67194	12/27/22	POSTAGE	11/21-11/25/22		20.00		64903		D	-				POSTAGE	101.41408.0223
67194	12/27/22	POSTAGE	11/21-11/25/22		0.75		64903		D	-				POSTAGE	101.42412.0223
67194	12/27/22	POSTAGE	11/21-11/25/22		0.75		64903		D	-				POSTAGE	651.48484.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		2.25		64946		D	-				POSTAGE	101.41400.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		5.30		64946		D	-				POSTAGE	101.41401.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		44.59		64946		D	-				POSTAGE	101.41402.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		114.58		64946		D	-				POSTAGE	101.41405.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		20.00		64946		D	-				POSTAGE	101.41408.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		5.25		64946		D	-				POSTAGE	101.42411.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		2.25		64946		D	-				POSTAGE	101.42412.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		1.50		64946		D	-				POSTAGE	101.43425.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		0.75		64946		D	-				POSTAGE	101.45432.0223
67194	12/27/22	POSTAGE	11/28-12/02/22		3.34		64946		D	-				POSTAGE	230.43430.0223
					532.30	*CHECK	TOTAL								
VENDOR TOTAL					1,109.51										
GET BLASTED 003759		67051	12/13/22	GRAFFTI REMOVAL	400.00		120222-01		D	-				MTCE. OF STRUCTU	101.43425.0335
GRAINGER INC 000786		67052	12/13/22	INDOOR CONVEX MIRROR	45.10		9525659273		D	-				GENERAL SUPPLIES	651.48484.0229

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GRAINGER INC				000786											
		67052	12/13/22	PLANT GARBAGE CANS	173.64		9530309872		D	-				GENERAL SUPPLIES	651.48484.0229
		67052	12/13/22	SAFTEY KITS	138.84		9530331934		D	-				SUBSISTENCE OF P	651.48484.0227
					357.58	*CHECK	TOTAL								
		67125	12/20/22	SAFTEY SUPPLIES	301.25		9499986314		D	-				SUBSISTENCE OF P	651.48484.0227
		67125	12/20/22	PUMP MOTOR-PLANT BOLIER	190.10		9528303994		D	-				MTCE. OF EQUIPME	651.48484.0224
					491.35	*CHECK	TOTAL								
		67195	12/27/22	MOTOR FOR HEATER	62.34		9526092433		D	-				MTCE. OF EQUIPME	101.45433.0224
				VENDOR TOTAL	911.27										
GREATER MN PARKS & TRAIL				002863											
		67126	12/20/22	2023 MEMBERSHIP DUES	500.00		120122		D	-				SUBSCRIPTIONS AN	101.45432.0443
GREENSPRING MEDIA GROUP				001504											
		67053	12/13/22	MNMO CAMPAIGN 2022 EXP	2,250.00		12-8-GS23472		D	-				ADVERTISING	208.45006.0447
HACH COMPANY				000316											
		67054	12/13/22	LAB SUPPLIES	336.22		13366234		D	-				GENERAL SUPPLIES	651.48484.0229
		67127	12/20/22	LAB SUPPLIES	570.05		13366544		D	-				GENERAL SUPPLIES	651.48484.0229
				VENDOR TOTAL	906.27										
HARRY'S FROZEN FOOD				003765											
		67128	12/20/22	CONCESSION SUPPLIES	388.50		56300		D	-				GENERAL SUPPLIES	101.45433.0229
HAUG IMPLEMENT CO - JOHN				000324											
		67129	12/20/22	#130012 HOSE SLEEVE	56.72		438065		D	N	01			INVENTORIES-MDSE	101.125000
		67129	12/20/22	#126466 ANTIFREEZE	169.12		440606		D	N	01			INVENTORIES-MDSE	101.125000
					225.84	*CHECK	TOTAL								
		67196	12/27/22	#229396 HYD FITTING	78.10		440712		D	N	01			INVENTORIES-MDSE	101.125000
				VENDOR TOTAL	303.94										
HAUG-KUBOTA LLC				002609											
		67055	12/13/22	#145681 TIRES	456.08		20834		D	-				INVENTORIES-MDSE	101.125000
		67130	12/20/22	#192651 GASKET/THERMOST	45.50		20880		D	-				INVENTORIES-MDSE	101.125000
				VENDOR TOTAL	501.58										
HAWKINS INC				000325											
		67056	12/13/22	FERRIC CHLORIDE	8,598.69		6347226		D	-				GENERAL SUPPLIES	651.48484.0229
HAYNES WINDOW CLEANING S				000327											
		67057	12/13/22	WINDOW CLEANING	88.00		35874		D	-				CLEANING AND WAS	101.45001.0338
HEGLUND CATERING				002036											
		67058	12/13/22	CVB BOARD LUNCH	277.88		14313		D	-				TRAVEL-CONF.-SCH	208.45005.0333

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HEGLUND CATERING				002036											
		67058	12/13/22	INVT IN WILLMAR EVNT DIN	674.22		14510		D	-				SUBSISTENCE OF P	101.41400.0227
					952.10	*CHECK	TOTAL								
				VENDOR TOTAL	952.10										
HIGH POINT NETWORKS INC				002299											
		67131	12/20/22	ANTIVIRUS SUBSCRIP-DEC	1,010.10		216099		D	-				LICENSES AND TAX	101.41409.0445
		67131	12/20/22	FIREWALL MAINT/SUPPORT	1,041.00		216169		D	-				MTCE. OF EQUIPME	101.41409.0334
		67131	12/20/22	DATTO&MIMEASH SUBSCRIP	1,450.25		216169		D	-				SUBSCRIPTIONS AN	101.41409.0443
					3,501.35	*CHECK	TOTAL								
				VENDOR TOTAL	3,501.35										
HILLYARD\HUTCHINSON				000333											
		67059	12/13/22	DUST MOP	79.00		604958573		D	-				SMALL TOOLS	101.45506.0221
HOMETOWN FIBER				003760											
		67132	12/20/22	TELECOM MAPPING SERVI	12,745.80		3270		D	N	01			PROFESSIONAL SER	205.41402.0446
HYDRITE CHEMICAL CO				002837											
		67197	12/27/22	DEFOAMER	2,335.00		02637583		D	-				GENERAL SUPPLIES	651.48484.0229
IDSS GLOBAL LLC				002707											
		67060	12/13/22	2023 DMS SUBSCRIPTION	1,800.00		525999		D	-				PREPAID EXPENSES	208.128000
INDEPENDENT SCHOOL DIST				000348											
		67061	12/13/22	ALICE TRAINING	1,700.00		9280		D	-				TRAVEL-CONF.-SCH	101.42411.0333
		67061	12/13/22	SCHL RETIREMENT PKG-NO	1,135.28		9281		D	-				PROFESSIONAL SER	101.45432.0446
					2,835.28	*CHECK	TOTAL								
				VENDOR TOTAL	2,835.28										
INNOVATIVE OFFICE SOLUTI				003023											
		67062	12/13/22	SHREDDER	479.30		IN4014076		D	-				SUBSISTENCE OF P	101.41400.0227
		67062	12/13/22	CASTER/FUTURAL/DLX/BK	91.50		IN4014076		D	-				MTCE. OF EQUIPME	101.41408.0224
		67062	12/13/22	LABELS	51.56		IN4025237		D	-				OFFICE SUPPLIES	101.41405.0220
		67062	12/13/22	OFFICE SUPPLIES	235.66		IN4025237		D	-				OFFICE SUPPLIES	101.41410.0220
		67062	12/13/22	LTR PAPER	46.98		IN4025237		D	-				OFFICE SUPPLIES	101.41424.0220
		67062	12/13/22	CUSTOM SIGNATURE STAMP	39.45		IN4025543		D	-				OFFICE SUPPLIES	101.41401.0220
		67062	12/13/22	RETURNED DRY ERASE BOARD	124.42CR		SCN-117989		D	-				OFFICE SUPPLIES	101.41410.0220
					820.03	*CHECK	TOTAL								
		67133	12/20/22	OFFICE SUPPLIES	133.66		IN4031793		D	-				OFFICE SUPPLIES	101.42411.0220
		67133	12/20/22	OFFICE SUPPLIES	88.84		IN4034789		D	-				OFFICE SUPPLIES	101.45433.0220
					222.50	*CHECK	TOTAL								
				VENDOR TOTAL	1,042.53										
J.P. COOKE CO/THE				001239											
		67228	12/28/22	2023 DOG&CAT LICENSE	296.50		758163		D	-				PREPAID EXPENSES	101.128000

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JH, LLC				003789											
		67229	12/28/22	2022 95% TIF PYMNT	75,731.54		1001		D	-				CONTRACTS	373.47318.0661
JM SERVICES INTERPRETING				003761											
		67134	12/20/22	INTERPRET 10/22-11/10/22	438.75		000136		D	-				PROFESSIONAL SER	101.41402.0446
JOHANNECK WTR CONDITIONI				003355											
		67063	12/13/22	COOLER RENTAL	1.00		CR1711-3-124		D	N	01			RENTS	651.48484.0440
		67063	12/13/22	COOLER RENTAL	2.00		CR1711-3-136		D	N	01			RENTS	651.48484.0440
		67063	12/13/22	COOLER RENTAL	46.00		ER1801-3-059		D	N	01			RENTS	101.41408.0440
		67063	12/13/22	DRINKING WATER	28.00		100726		D	N	01			GENERAL SUPPLIES	651.48484.0229
		67063	12/13/22	DRINKING WATER	22.00		101026		D	N	01			GENERAL SUPPLIES	651.48484.0229
		67063	12/13/22	DRINKING WATER	70.00		101511		D	N	01			GENERAL SUPPLIES	651.48484.0229
		67063	12/13/22	DRINKING WATER	34.00		101690		D	N	01			GENERAL SUPPLIES	651.48484.0229
					203.00										
				VENDOR TOTAL	203.00		*CHECK TOTAL								
JRVBR INC\OUTDOOR NETWOR				003127											
		67135	12/20/22	SNOWTRACKS.COM AD	500.00		5061		D	-				ADVERTISING	208.45006.0447
K M FIRE PUMP SPECIALIST				000371											
		67230	12/28/22	#5276/062633 REPAIR-PR	1,785.18		8193		D	N	01			MTCE. OF EQUIPME	101.42412.0224
		67230	12/28/22	#5276/062633 REPAIR-LBR	500.00		8193		D	N	01			MTCE. OF EQUIPME	101.42412.0334
					2,285.18										
				VENDOR TOTAL	2,285.18		*CHECK TOTAL								
K-TECH SPECIALTY COATING				003570											
		67198	12/27/22	ROAD SALT	891.97		202212-K0069		D	-				GENERAL SUPPLIES	101.43425.0229
KANDIYOHI CO AUDITOR				000376											
		67064	12/13/22	LANDFILL CHARGES-NOV	212.08		485935		D	-				CLEANING AND WAS	101.43425.0338
KANDIYOHI CO PUBLIC HEAL				000378											
		67231	12/28/22	LICENSE APPLICATION	455.00		122222		D	-				LICENSES AND TAX	101.45433.0445
		67231	12/28/22	LICENSE APP./POOL OR SPA	700.00		122222		D	-				LICENSES AND TAX	101.45437.0445
					1,155.00										
				VENDOR TOTAL	1,155.00		*CHECK TOTAL								
KANDIYOHI CO RECORDER'S				000382											
		67065	12/13/22	RECORDING FEES	92.00		4067504		D	-				PROFESSIONAL SER	101.41403.0446
KANDIYOHI CO RECYCLING A				002296											
		67136	12/20/22	LAMP RECYCLING	375.00		829		D	-				CLEANING AND WAS	101.41408.0338
KANDIYOHI CO TREASURER				003619											
		67232	12/28/22	MTCE O.T. FOR WLMR MTGS	14.65		121922		D	-				PROFESSIONAL SER	101.41401.0446
KANDIYOHI CO-OP ELECTRIC				000375											
		67199	12/27/22	128238003 WELCOME TO WIL	219.50		STMT/11-22		D	-				UTILITIES	101.43425.0332
		67199	12/27/22	128238009 CO RD 23/HWY	101.00		STMT/11-22		D	-				UTILITIES	101.43425.0332

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VENDOR NAME AND NUMBER															
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT	NAME	ACCOUNT	
KANDIYOHI CO-OP ELECTRIC 000375															
67199	12/27/22	128238001 ELEC SERV-SEC	38.00		STMT/11-22		D	-				UTILITIES		651.48486.0332	
67199	12/27/22	187836 ELEC SERV-LEFT ST	65.14		STMT/11-22		D	-				UTILITIES		651.48487.0332	
67199	12/27/22	128238003 WELCOME TO WIL	219.50CR		STMT/11-22		M	-				UTILITIES		101.43425.0332	
67199	12/27/22	128238009 CO RD 23/HWY	101.00CR		STMT/11-22		M	-				UTILITIES		101.43425.0332	
67199	12/27/22	128238001 ELEC SERV-SEC	38.00CR		STMT/11-22		M	-				UTILITIES		651.48486.0332	
67199	12/27/22	187836 ELEC SERV-LEFT ST	65.14CR		STMT/11-22		M	-				UTILITIES		651.48487.0332	
			0.00	*CHECK	TOTAL										
VENDOR TOTAL			0.00												
KING'S ELECTRIC LLC 003138															
67137	12/20/22	ELEC WORK-CITY HALL	185.00		2318		D	N	01			MTCE. OF STRUCTU		101.41408.0335	
KNOW INK 003612															
67066	12/13/22	2023 POLL PAD MTCE FE	3,545.00		10978		D	-				MTCE. OF EQUIPME		101.41424.0334	
KRISS PREMIUM PRODUCTS I 002122															
67138	12/20/22	COOLING TOWER TREATMEN	1,286.76		181224		D	-				GENERAL SUPPLIES		101.45433.0229	
KWIK TRIP INC 003423															
67139	12/20/22	3.596 GALLONS UNLEADED	16.00		111422		D	-				MOTOR FUELS AND		101.42411.0222	
LARCOM/JOSHUA 003750															
67067	12/13/22	CONTINUNING EDU MILEAGE	85.00		112222		D	-				TRAVEL-CONF.-SCH		101.41402.0333	
LARRY'S POWER EQUIPMENT 002641															
67140	12/20/22	UTV SNOW BLADE PARTS	1,196.13		309019		D	-				SMALL TOOLS		101.42412.0221	
67140	12/20/22	UTV SNOW BLASE LABOR	198.00		309019		D	-				MTCE. OF EQUIPME		101.42412.0334	
			1,394.13	*CHECK	TOTAL										
VENDOR TOTAL			1,394.13												
LEAGUE OF MN CITIES 000412															
67200	12/27/22	2022 FALL FORUMS	30.00		368641		D	-				TRAVEL-CONF.-SCH		101.41401.0333	
LINK SUPPORT SERVICES LL 003624															
67141	12/20/22	UPS INSPECTION	1,150.00		1826		D	-				MTCE. OF EQUIPME		651.48484.0334	
LLOYD/KELSEY 003433															
67201	12/27/22	DMT TRAINING	129.08		121422		D	-				TRAVEL-CONF.-SCH		101.42411.0333	
67233	12/28/22	TUITION REIMB.-MSU MAN	1,788.75		080322		D	-				TRAVEL-CONF.-SCH		101.42411.0333	
VENDOR TOTAL			1,917.83												
LOFFLER COMPANIES 002593															
67068	12/13/22	CONTRACT USAGE-NOV	138.80		4210581		D	-				MTCE. OF EQUIPME		101.41405.0334	
67234	12/28/22	COPIER MTCE CHARGE	34.33		4212520		D	-				COMMUNICATIONS		208.45005.0330	
VENDOR TOTAL			173.13												

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LSE ARCHITECTS INC				003580											
		67202	12/27/22	WILLMAR REC/EVENT CNTR	993.84		4377		D	-				PROFESSIONAL SER	420.45506.0446
LUEDERS/ZACH				003788											
		67235	12/28/22	DMT TRAINING REIMBURSEM.	174.08		121522		D	-				TRAVEL-CONF.-SCH	101.42411.0333
LUNGSTROM/SAMUEL				003626											
		67142	12/20/22	LS TRUCK RECALL	15.00		120822		D	-				TRAVEL-CONF.-SCH	651.48485.0333
M.D. GRAPHICS				003263											
		67236	12/28/22	REFLECTIVE DECALS	621.00		6129		D	-				MTCE. OF EQUIPME	101.42411.0224
		67236	12/28/22	REFLECTIVE DECALS-LABOR	288.00		6129		D	-				MTCE. OF EQUIPME	101.42411.0334
		67236	12/28/22	REFLECTIVE DECALS	621.00		6130		D	-				MTCE. OF EQUIPME	101.42411.0224
		67236	12/28/22	REFLECTIVE DECALS-LABOR	288.00		6130		D	-				MTCE. OF EQUIPME	101.42411.0334
					1,818.00										
				VENDOR TOTAL	1,818.00										
M-R SIGN CO INC				000424											
		67203	12/27/22	STREET SIGNS	63.30		218606		D	-				MTCE. OF OTHER I	101.43425.0226
MAGNUSON SHEET METAL INC				001121											
		67204	12/27/22	REPAIR FURNACE-PARTS	147.80		144563		D	-				MTCE. OF EQUIPME	101.45433.0224
		67204	12/27/22	RAPAIR FURNACE-LABOR	110.00		144563		D	-				MTCE. OF EQUIPME	101.45433.0334
					257.80										
				VENDOR TOTAL	257.80										
MANZER *PETTY CASH/GARY				003671											
		67237	12/28/22	DONUTS FOR WW STAFF MTG	15.94		122822		D	-				GENERAL SUPPLIES	651.48484.0229
MARCO TECHNOLOGIES LLC				000437											
		67238	12/28/22	PRINT/PAGE COUNT	406.59		INV10662752		D	-				MTCE. OF EQUIPME	101.41409.0334
MARCO TECHNOLOGIES LLC				001838											
		67143	12/20/22	500-0564417-000-DEC	14.25		489195941		D	-				RENTS	101.42411.0440
		67239	12/28/22	500-0565502-000-JAN	149.67		490129277		D	-				RENTS	101.45432.0440
				VENDOR TOTAL	163.92										
MARCUS CONSTRUCTION CO I				000438											
		67205	12/27/22	SWANSSON FIELD	8,831.74		13390/APPL#16		D	-				PROFESSIONAL SER	420.45504.0446
		67205	12/27/22	RECREATIONAL FIELDS	5,733.43		13391/APPL#18		D	-				PROFESSIONAL SER	420.45502.0446
					14,565.17										
				VENDOR TOTAL	14,565.17										
MASCHINO/NOAH				003784											
		67144	12/20/22	TRAINING	148.00		120622		D	-				TRAVEL-CONF.-SCH	101.42411.0333
MCMASTER-CARR SUPPLY CO				000446											
		67145	12/20/22	GREASE	148.65		89069878		D	-				SMALL TOOLS	651.48484.0221



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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS				000449											
		67069	12/13/22	PLASTIC	24.97		48998		D	-				GENERAL SUPPLIES	101.43425.0229
		67069	12/13/22	STUD GUARD	3.54		49134		D	-				GENERAL SUPPLIES	101.43425.0229
		67069	12/13/22	ROTARY HAMMER/DRILL BITS	283.71		49190		D	-				SMALL TOOLS	101.45427.0221
		67069	12/13/22	SHOP SUPPLIES	144.42		49191		D	-				GENERAL SUPPLIES	651.48484.0229
		67069	12/13/22	LIGTH BULB	16.84		49199		D	-				MTCE. OF STRUCTU	101.43425.0225
		67069	12/13/22	BROAD KNIFE	19.92		49204		D	-				SMALL TOOLS	101.43425.0221
		67069	12/13/22	PAINT	48.85		49204		D	-				GENERAL SUPPLIES	101.43425.0229
		67069	12/13/22	PAIL	7.91		49375		D	-				GENERAL SUPPLIES	101.43425.0229
		67069	12/13/22	WALL ANCHORS	11.48		49397		D	-				GENERAL SUPPLIES	101.41408.0229
		67069	12/13/22	SQUAD CLEANING SUPPLIES	22.82		49420		D	-				GENERAL SUPPLIES	101.42411.0229
		67069	12/13/22	SHEETROCK	4.79		49443		D	-				GENERAL SUPPLIES	101.45427.0229
		67069	12/13/22	MAILBOX	81.96		49446		D	-				MTCE. OF OTHER I	101.43425.0226
		67069	12/13/22	PAINT	107.37		49627		D	-				GENERAL SUPPLIES	101.43425.0229
					778.58		*CHECK TOTAL								
		67146	12/20/22	BATTERIES/BOLTS	34.19		49383		D	-				OFFICE SUPPLIES	101.42412.0220
		67146	12/20/22	LIGHTS	88.82		49595		D	-				MTCE. OF STRUCTU	101.43425.0225
		67146	12/20/22	CLOCK	15.99		49781		D	-				SMALL TOOLS	101.43425.0221
		67146	12/20/22	SHOP SUPPLIES	176.52		49786		D	-				GENERAL SUPPLIES	651.48484.0229
					315.52		*CHECK TOTAL								
		67206	12/27/22	LOCKING CABINET	35.99		49646		D	-				GENERAL SUPPLIES	101.45432.0229
		67206	12/27/22	LIGHT PROP/TAPE/REFLECT	49.45		49646		D	-				MTCE. OF OTHER I	101.45433.0226
		67206	12/27/22	BLEACH	8.34		49646		D	-				CLEANING AND WAS	101.45433.0228
		67206	12/27/22	FILTER/HUMIDIFIER CLEAN	29.48		49918		D	-				GENERAL SUPPLIES	101.41408.0229
		67206	12/27/22	REC OFFICE MATERIALS	407.50		50055		D	-				MTCE. OF STRUCTU	101.45433.0225
		67206	12/27/22	ELECTRICAL PARTS	57.63		50355		D	-				MTCE. OF STRUCTU	101.45433.0225
					588.39		*CHECK TOTAL								
		67240	12/28/22	LIGHT BULBS	74.98		50597		D	-				MTCE. OF STRUCTU	101.41408.0225
				VENDOR TOTAL	1,757.47										
MIKE'S SMALL ENGINE CENT				002699											
		67070	12/13/22	CHAINSAW SHAPENER	210.93		24529		D	-				SMALL TOOLS	101.43425.0221
		67070	12/13/22	OIL	91.96		24529		D	-				SMALL TOOLS	101.43425.0221
					302.89		*CHECK TOTAL								
		67147	12/20/22	AIR FILTER	131.93		24569		D	-				MTCE. OF EQUIPME	101.43425.0224
		67241	12/28/22	TRIMMER LINE AND BATTE	2,019.92		23999		D	-				SMALL TOOLS	101.43425.0221
				VENDOR TOTAL	2,454.74										
MINI BIFF LLC				001805											
		67071	12/13/22	TOILET RENTALS	106.08		A-137898		D	N	01			RENTS	101.43425.0440
MINN WEST TECHNOLOGY CAM				002565											
		67148	12/20/22	2ND 1/2 TAX ABATEMENT	20,800.00		FT002090		D	-				OTHER CHARGES	101.41428.0814

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MN DEPT OF HEALTH				000488											
		67242	12/28/22	LICENSE APPLICATION	35.00		122222		D	-				LICENSES AND TAX	101.45433.0445
MN DEPT OF LABOR & INDUS				000522											
		67072	12/13/22	4TH QTR SURCHARGE PYMT	2,729.35		120522		D	-				OTHER CHARGES	101.41402.0449
MN DEPT OF PUBLIC SAFETY				002085											
		67073	12/13/22	POLICE LICENSE PLATES	60.00		120722		D	-				GENERAL SUPPLIES	101.42411.0229
MN DEPT OF REVENUE				000492											
	465	12/19/22		SALES TAX-OCT	1,974.00		STMT/11-22		M	-				SALES TAX PAYABL	101.206000
	465	12/19/22		DIESEL FUEL TAX-NOV	67.28		STMT/11-22		M	-				SALES TAX PAYABL	101.206000
	465	12/19/22		SALES TAX FOR NOV	14.26CR		STMT/11-22		M	-				OFFICE SUPPLIES	101.41401.0220
	465	12/19/22		SALES TAX FOR NOV	8.66CR		STMT/11-22		M	-				TRAVEL-CONF.-SCH	101.41402.0333
	465	12/19/22		SALES TAX FOR NOV	6.16CR		STMT/11-22		M	-				TRAVEL-CONF.-SCH	101.41402.0333
	465	12/19/22		SALES TAX FOR NOV	2.65CR		STMT/11-22		M	-				PROFESSIONAL SER	101.41420.0446
	465	12/19/22		SALES TAX FOR NOV	6.10CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.42411.0229
	465	12/19/22		SALES TAX FOR NOV	2.99CR		STMT/11-22		M	-				SMALL TOOLS	101.42412.0221
	465	12/19/22		SALES TAX FOR NOV	56.18CR		STMT/11-22		M	-				TRAVEL-CONF.-SCH	101.42412.0333
	465	12/19/22		SALES TAX FOR NOV	0.39CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.43417.0229
	465	12/19/22		DIESEL FUEL-NOV	416.34		STMT/11-22		M	-				MOTOR FUELS AND	101.43425.0222
	465	12/19/22		DIESEL FUEL TAX-NOV	165.18		STMT/11-22		M	-				MOTOR FUELS AND	101.43425.0222
	465	12/19/22		SALES TAX FOR NOV	57.47CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45432.0229
	465	12/19/22		SALES TAX FOR NOV	1.58CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45432.0229
	465	12/19/22		SALES TAX FOR NOV	1.18CR		STMT/11-22		M	-				SUBSCRIPTIONS AN	101.45432.0443
	465	12/19/22		SALES TAX FOR NOV	7.48CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45433.0229
	465	12/19/22		SALES TAX FOR NOV	24.74CR		STMT/11-22		M	-				OFFICE SUPPLIES	101.45435.0220
	465	12/19/22		SALES TAX FOR NOV	12.36CR		STMT/11-22		M	-				SMALL TOOLS	101.45435.0221
	465	12/19/22		SALES TAX FOR NOV	3.22CR		STMT/11-22		M	-				MTCE. OF OTHER I	101.45435.0226
	465	12/19/22		SALES TAX FOR NOV	2.73CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45435.0229
	465	12/19/22		SALES TAX FOR NOV	3.96CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45435.0229
	465	12/19/22		SALES TAX FOR NOV	7.13CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45435.0229
	465	12/19/22		SALES TAX FOR NOV	0.63CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45435.0229
	465	12/19/22		SALES TAX FOR NOV	1.34CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45435.0229
	465	12/19/22		SALES TAX FOR NOV	2.20CR		STMT/11-22		M	-				GENERAL SUPPLIES	101.45435.0229
	465	12/19/22		SALES TAX FOR NOV	63.78CR		STMT/11-22		M	-				OTHER CHARGES	235.41402.0449
	465	12/19/22		DIESEL FUEL-NOV	21.42		STMT/11-22		M	-				MOTOR FUELS AND	651.48485.0222
	465	12/19/22		DIESEL FUEL TAX-NOV	13.46CR		STMT/11-22		M	-				MOTOR FUELS AND	651.48486.0222
	465	12/19/22		SALES TAX FOR NOV	3.17CR		STMT/11-22		M	-				SUBSISTENCE OF P	899.45435.0227
	465	12/19/22		SALES TAX FOR NOV	4.23CR		STMT/11-22		M	-				SUBSISTENCE OF P	899.45435.0227
	465	12/19/22		SALES TAX FOR NOV	6.25CR		STMT/11-22		M	-				SUBSISTENCE OF P	899.45435.0227
	465	12/19/22		SALES TAX FOR NOV	2.16CR		STMT/11-22		M	-				SUBSISTENCE OF P	899.45435.0227
					2,327.76		*CHECK TOTAL								
				VENDOR TOTAL	2,327.76										
MN ELEVATOR INC				000499											
		67074	12/13/22	ELEVATOR SERVICE-PARTS	253.80		995903		D	-				MTCE. OF STRUCTU	101.41408.0225
		67074	12/13/22	ELEVATOR SERVICE-LABOR	632.00		995903		D	-				MTCE. OF STRUCTU	101.41408.0335
					885.80		*CHECK TOTAL								
				VENDOR TOTAL	885.80										

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN OFFICE OF ADMIN. HEAR				003567											
		67075	12/13/22	LEGAL SERVICES-NOV	12.25		519401-1		D	-				PROFESSIONAL SER	101.41406.0446
MN PEIP				003450											
		67149	12/20/22	HEALTH INSURANCE-JAN	4,232.76		1247798		D	-				COBRA INS PREMIU	101.120001
		67149	12/20/22	HEALTH INSURANCE-JAN	3,830.42		1247798		D	-				EMPLOYER INSUR.	101.41400.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	8,271.40		1247798		D	-				EMPLOYER INSUR.	101.41402.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	2,817.38		1247798		D	-				EMPLOYER INSUR.	101.41403.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	6,022.28		1247798		D	-				EMPLOYER INSUR.	101.41405.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	1,609.93		1247798		D	-				EMPLOYER INSUR.	101.41408.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	3,830.42		1247798		D	-				EMPLOYER INSUR.	101.41409.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	610.56		1247798		D	-				EMPLOYER INSUR.	101.41420.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	402.48		1247798		D	-				EMPLOYER INSUR.	101.41424.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	3,517.10		1247798		D	-				RETIRED EMPLOYEE	101.41428.0818
		67149	12/20/22	HEALTH INSURANCE-JAN	674.17		1247798		D	-				INS. PASS THROUG	101.41428.0819
		67149	12/20/22	HEALTH INSURANCE-JAN	53,669.03		1247798		D	-				EMPLOYER INSUR.	101.42411.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	6,439.72		1247798		D	-				EMPLOYER INSUR.	101.42412.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	804.96		1247798		D	-				EMPLOYER INSUR.	101.43417.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	33,042.15		1247798		D	-				EMPLOYER INSUR.	101.43425.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	1,609.93		1247798		D	-				EMPLOYER INSUR.	101.45001.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	3,245.78		1247798		D	-				EMPLOYER INSUR.	101.45432.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	3,219.86		1247798		D	-				EMPLOYER INSUR.	101.45433.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	976.91		1247798		D	-				EMPLOYER INSUR.	101.45435.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	305.28		1247798		D	-				EMPLOYER INSUR.	101.45437.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	15,832.59		1247798		D	-				EMPLOYER INSUR.	651.48484.0114
		67149	12/20/22	HEALTH INSURANCE-JAN	1,609.93		1247798		D	-				EMPLOYER INSUR.	651.48485.0114
					156,575.04	*CHECK	TOTAL								
				VENDOR TOTAL	156,575.04										
MN RECREATION & PARK ASS				000513											
		67076	12/13/22	JOP POSTING-FACILITES CO	125.00		10605		D	-				SUBSCRIPTIONS AN	101.41428.0443
		67243	12/28/22	BAUMGARN-2023 MEMBERSHIP	300.00		122922		D	-				SUBSCRIPTIONS AN	101.45432.0443
				VENDOR TOTAL	425.00										
MN STATE FIRE CHIEFS ASS				000520											
		67150	12/20/22	2023 TRAINING	570.00		4853		D	-				PREPAID EXPENSES	101.128000
		67207	12/27/22	2023 MEMBERSHIP DUES	460.00		5309		D	-				PREPAID EXPENSES	101.128000
				VENDOR TOTAL	1,030.00										
MONICA/IMS				.02363											
		67151	12/20/22	HOLIDAY WREATHS	140.00		121422		D	-				GENERAL SUPPLIES	101.45433.0229
MR. CLEAN WILLMAR CLEANI				003756											
		67244	12/28/22	CLEANING SERVICE	773.85		112022		D	-				PROFESSIONAL SER	101.45432.0446
MUNICIPAL UTILITIES				000541											
		67178	12/21/22	UTILITIES FOR NOV	2,037.05		11/22		D	-				UTILITIES	101.41408.0332
		67178	12/21/22	UTILITIES FOR NOV	724.06		11/22		D	-				UTILITIES	101.42412.0332

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CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES		000541											
67178	12/21/22	UTILITIES FOR NOV	4,992.33		11/22		D	-				UTILITIES	101.43425.0332
67178	12/21/22	UTILITIES FOR NOV	224.99		11/22		D	-				UTILITIES	101.45001.0332
67178	12/21/22	UTILITIES FOR NOV	1,640.07		11/22		D	-				UTILITIES	101.45427.0332
67178	12/21/22	UTILITIES FOR NOV	16.05		11/22		D	-				UTILITIES	101.45432.0332
67178	12/21/22	UTILITIES FOR NOV	22,691.70		11/22		D	-				UTILITIES	101.45433.0332
67178	12/21/22	UTILITIES FOR NOV	901.57		11/22		D	-				UTILITIES	101.45435.0332
67178	12/21/22	UTILITIES FOR NOV	299.61		11/22		D	-				UTILITIES	101.45437.0332
67178	12/21/22	UTILITIES FOR NOV	2,813.35		11/22		D	-				UTILITIES	230.43430.0332
67178	12/21/22	UTILITIES FOR NOV	196.08		11/22		D	-				UTILITIES	420.45506.0332
67178	12/21/22	UTILITIES FOR NOV	56,142.50		11/22		D	-				UTILITIES	651.48484.0332
67178	12/21/22	UTILITIES FOR NOV	4,339.81		11/22		D	-				UTILITIES	651.48485.0332
67178	12/21/22	CHECK VOID	2,037.05CR		11/22		M	-				UTILITIES	101.41408.0332
67178	12/21/22	CHECK VOID	724.06CR		11/22		M	-				UTILITIES	101.42412.0332
67178	12/21/22	CHECK VOID	4,992.33CR		11/22		M	-				UTILITIES	101.43425.0332
67178	12/21/22	CHECK VOID	224.99CR		11/22		M	-				UTILITIES	101.45001.0332
67178	12/21/22	CHECK VOID	1,640.07CR		11/22		M	-				UTILITIES	101.45427.0332
67178	12/21/22	CHECK VOID	16.05CR		11/22		M	-				UTILITIES	101.45432.0332
67178	12/21/22	CHECK VOID	22,691.70CR		11/22		M	-				UTILITIES	101.45433.0332
67178	12/21/22	CHECK VOID	901.57CR		11/22		M	-				UTILITIES	101.45435.0332
67178	12/21/22	CHECK VOID	299.61CR		11/22		M	-				UTILITIES	101.45437.0332
67178	12/21/22	CHECK VOID	2,813.35CR		11/22		M	-				UTILITIES	230.43430.0332
67178	12/21/22	CHECK VOID	196.08CR		11/22		M	-				UTILITIES	420.45506.0332
67178	12/21/22	CHECK VOID	56,142.50CR		11/22		M	-				UTILITIES	651.48484.0332
67178	12/21/22	CHECK VOID	4,339.81CR		11/22		M	-				UTILITIES	651.48485.0332
			0.00	*CHECK	TOTAL								
67179	12/22/22	UTILITIES FOR NOV	2,037.05		11/22		D	-				UTILITIES	101.41408.0332
67179	12/22/22	UTILITIES FOR NOV	3,910.95		11/22		D	-				UTILITIES	101.43425.0332
67179	12/22/22	UTILITIES FOR NOV	224.99		11/22		D	-				UTILITIES	101.45001.0332
67179	12/22/22	UTILITIES FOR NOV	1,640.07		11/22		D	-				UTILITIES	101.45427.0332
67179	12/22/22	UTILITIES FOR NOV	152.18		11/22		D	-				UTILITIES	101.45432.0332
67179	12/22/22	UTILITIES FOR NOV	22,691.70		11/22		D	-				UTILITIES	101.45433.0332
67179	12/22/22	UTILITIES FOR NOV	901.57		11/22		D	-				UTILITIES	101.45435.0332
67179	12/22/22	UTILITIES FOR NOV	299.61		11/22		D	-				UTILITIES	101.45437.0332
67179	12/22/22	UTILITIES FOR NOV	449.07		11/22		D	-				UTILITIES	230.43430.0332
67179	12/22/22	UTILITIES FOR NOV	196.08		11/22		D	-				UTILITIES	420.45506.0332
67179	12/22/22	UTILITIES FOR NOV	1,142.53		11/22		D	-				UTILITIES	651.48484.0332
67179	12/22/22	UTILITIES FOR NOV	4,148.36		11/22		D	-				UTILITIES	651.48485.0332
			37,794.16	*CHECK	TOTAL								
		VENDOR TOTAL	37,794.16										
MUNICIPAL UTILITIES		002393											
67077	12/13/22	11/15/22 TAX STTLMT-CU	9,831.96		120622		D	-				DUE TO COMPONENT	295.210001
67077	12/13/22	11/15/22 TAX STTLMNT-D	3,027.36		120622		D	-				DUE TO COMPONENT	295.210001
			12,859.32	*CHECK	TOTAL								
		VENDOR TOTAL	12,859.32										

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC				000544											
		67078	12/13/22	LAB TESTING	52.12		1177644		D	-				PROFESSIONAL SER	651.48484.0446
NAT'L LEAGUE OF CITIES				000555											
		67152	12/20/22	2023 MEMBERSHIP DUES	668.31		177730		D	-				PREPAID EXPENSES	101.128000
		67152	12/20/22	2022 MEMBERSHIP DUES	935.69		177730		D	-				SUBSCRIPTIONS AN	101.41400.0443
					1,604.00										
				VENDOR TOTAL	1,604.00										
*CHECK TOTAL															
NATIONAL PERLA				.03159											
		67079	12/13/22	MN ACTIVE MEMBERSHIP	155.00		3064		D	-				SUBSCRIPTIONS AN	101.41420.0443
NELSON INTERNATIONAL				000568											
		67153	12/20/22	#192741 SERVICE/FOG LGHT	683.04		R101034013:01		D	-				MTCE. OF EQUIPME	651.48486.0224
		67153	12/20/22	#192741 SERVICE-LABOR	405.50		R101034013:01		D	-				MTCE. OF EQUIPME	651.48486.0334
		67153	12/20/22	#192741 TIRES-PARTS	4,712.40		R101034013:02		D	-				MTCE. OF EQUIPME	651.48486.0224
		67153	12/20/22	#192741 TIRES-LABOR	280.00		R101034013:02		D	-				MTCE. OF EQUIPME	651.48486.0334
		67153	12/20/22	#154576 TRANS COOLER HOS	153.75		X101107559:01		D	-				INVENTORIES-MDSE	101.125000
		67153	12/20/22	#154576 AIR FITTING	31.93		X101107646:01		D	-				INVENTORIES-MDSE	101.125000
					6,266.62										
				VENDOR TOTAL	6,266.62										
*CHECK TOTAL															
NEUBAUER/SAMUEL				002554											
		67154	12/20/22	DEC DENTAL INS CANCELLED	102.66		121522		D	-				REFUNDS AND REIM	101.41428.0882
NORTHERN STATES SUPPLY				000585											
		67080	12/13/22	BOLTS/STAIN	82.98		10-607708		D	-				MTCE. OF EQUIPME	101.43425.0224
		67155	12/20/22	TOWN SHOP CORDLESS TOO	1,099.95		10-607755		D	-				SMALL TOOLS	651.48484.0221
		67155	12/20/22	TOWN SHOP CORDLESS TOOLS	373.49		10-607784		D	-				SMALL TOOLS	651.48484.0221
		67155	12/20/22	SAFTEY GLASSES-TREE CREW	10.41		10-607824		D	-				SUBSISTENCE OF P	101.43425.0227
		67155	12/20/22	BOLTS-FLOWMETER HEADWORK	123.02		10-607835		D	-				GENERAL SUPPLIES	651.48484.0229
					1,606.87										
				VENDOR TOTAL	1,689.85										
*CHECK TOTAL															
O'REILLY AUTOMOTIVE INC				000650											
		67081	12/13/22	FILTERS	11.89		1528-436181		D	-				INVENTORIES-MDSE	101.125000
		67156	12/20/22	WIPER BLADES CAR #17	19.98		1528-438428		D	-				MTCE. OF EQUIPME	101.42411.0224
		67208	12/27/22	WIPER BLADES-SQUAD 19	19.98		1528-439131		D	-				MTCE. OF EQUIPME	101.42411.0224
				VENDOR TOTAL	51.85										
PAPER & THREADS LLC				002895											
		67157	12/20/22	CSO JACKETS	868.00		121522		D	-				SUBSISTENCE OF P	101.42411.0227
PERKINS LUMBER CO INC				000604											
		67158	12/20/22	PREMIUM ADHESIVE	35.94		2211-179366		D	-				GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PERKINS LUMBER CO INC				000604											
		67158	12/20/22	STUDS/OFFICE MATERIALS	1,744.87		2211-179421		D	-				MTCE. OF STRUCTU	101.45433.0225
		67158	12/20/22	OFFICE ADDITON-CIVIC CNT	137.49		2211-179425		D	-				MTCE. OF STRUCTU	101.45433.0225
		67158	12/20/22	PLYWOOD	135.96		2211-179981		D	-				MTCE. OF EQUIPME	101.43425.0224
		67158	12/20/22	SCREWS/GORILLA TAPE	92.91		2211-180875		D	-				GENERAL SUPPLIES	101.43425.0229
		67158	12/20/22	WOOD-BROWN SHED	26.40		2211-181982		D	-				MTCE. OF STRUCTU	101.45432.0225
		67158	12/20/22	SCREWS/GUIDE-BRWN SHED	59.94		2211-182058		D	-				MTCE. OF STRUCTU	101.45433.0225
		67158	12/20/22	SHEET ROCK DIMPLER	2.58		2211-182093		D	-				GENERAL SUPPLIES	101.43425.0229
		67158	12/20/22	SHEETROCK/DRYWALL SCREWS	399.90		2211-182215		D	-				GENERAL SUPPLIES	101.43425.0229
		67158	12/20/22	ADMIN TABLES	3,517.00		2211-182322		D	-				OFFICE SUPPLIES	101.41400.0220
		67158	12/20/22	REISSER SCREWS	229.99		2211-182593		D	-				GENERAL SUPPLIES	101.43425.0229
		67158	12/20/22	TREATED WOOD	310.64		2211-182622		D	-				MTCE. OF EQUIPME	101.43425.0224
		67158	12/20/22	REISSER SCREWS	54.95		2211-182622		D	-				GENERAL SUPPLIES	101.43425.0229
					6,748.57	*CHECK	TOTAL								
				VENDOR TOTAL	6,748.57										
POWER PLAN OIB				000342											
		67082	12/13/22	#178515 KNIFE/BOLTS	205.88		P8313111		D	-				INVENTORIES-MDSE	101.125000
		67159	12/20/22	#126466 SEALS/THERMOSTAT	130.86		P8329311		D	-				INVENTORIES-MDSE	101.125000
				VENDOR TOTAL	336.74										
PREMIUM WATERS INC				000374											
		67083	12/13/22	DRINKING WATER	18.49		329949		D	-				SUBSISTENCE OF P	101.42412.0227
		67209	12/27/22	DRINKING WATER	42.29		330513855		D	-				GENERAL SUPPLIES	101.45435.0229
				VENDOR TOTAL	60.78										
PRO WATER SOLUTIONS				003529											
		67084	12/13/22	SALT-ROBBINS ISLAND	97.50		4655		D	-				GENERAL SUPPLIES	101.45437.0229
PURPOSE ARTISANS				.03250											
		67245	12/28/22	DRUM CIRCLE FACILITATION	120.00		1		D	-				PROFESSIONAL SER	235.41402.0446
QUICK SIGNS				001093											
		67085	12/13/22	COUNTRY STOP SIGN	3,606.00		180144		D	-				MTCE. OF STRUCTU	208.45006.0225
RAILROAD MANAGEMENT CO I				002582											
		67160	12/20/22	100 SW OF 17TH AND MANGA	344.67		471943		D	M	01			LICENSES AND TAX	101.43425.0445
REACH MEDIA NETWORK				003663											
		67161	12/20/22	REACH SUBSCRIPTION	300.00		83575		D	-				PREPAID EXPENSES	101.128000
RIDGEWATER COLLEGE				001136											
		67210	12/27/22	EMS REFRESHER COURSE	780.00		1126571		D	-				TRAVEL-CONF.-SCH	101.42411.0333
ROSENBAUER MINNESOTA LLC				003062											
		67162	12/20/22	POWER WINDOW MOTOR	296.32		0000057281		D	-				MTCE. OF EQUIPME	101.42412.0224

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC				001418											
	67086	12/13/22		TRUCK BRINE PARTS	87.91		5767774		D	-				MTCE. OF EQUIPME	101.43425.0224
	67086	12/13/22		ICE MELT	44.97		5771839		D	-				GENERAL SUPPLIES	101.45435.0229
	67086	12/13/22		LOCK DE-ICER	6.98		5771930		D	-				GENERAL SUPPLIES	101.42411.0229
	67086	12/13/22		SIMPLE GREEN-GALLON	49.16		5775063		D	-				GENERAL SUPPLIES	651.48484.0229
	67086	12/13/22		HYDRAULIC OIL-ELEVATOR	149.95		5775069		D	-				MTCE. OF STRUCTU	101.41408.0225
	67086	12/13/22		SNOW PUSHER	69.99		5778050		D	-				SMALL TOOLS	101.43425.0221
	67086	12/13/22		COVES FOR TANKS	23.98		5779203		D	-				MTCE. OF EQUIPME	101.43425.0224
	67086	12/13/22		PLANT SUPPLIES	64.34		5785958		D	-				GENERAL SUPPLIES	651.48484.0229
					497.28										
				VENDOR TOTAL	497.28										
SAFE ASSURE CONSULTANTS				002941											
	67087	12/13/22		2023 SFTY TRNG CONTRAC	8,946.54		3243		D	-				PREPAID EXPENSES	101.128000
SCHAEFBAUER/SAMUEL				003210											
	67163	12/20/22		LEADERSHIP-CAMP RIPLEY	26.00		120822		D	-				TRAVEL-CONF.-SCH	101.42411.0333
SCHAEFFER MFG CO				001122											
	67164	12/20/22		SHOP SUPPLIES-GREASE	603.00		GTX1190-INV1		D	-				GENERAL SUPPLIES	101.43425.0229
SERVICE CENTER/CITY OF W				000685											
	67088	12/13/22		EQUIPMENT REPAIR-PARTS	1,409.42		STMT/11-22		D	-				MTCE. OF EQUIPME	101.42411.0224
	67088	12/13/22		EQUIPMENT REPAIR-PARTS	588.19		STMT/11-22		D	-				MTCE. OF EQUIPME	101.42412.0224
	67088	12/13/22		EQUIPMENT REPAIR-PARTS	8,474.70		STMT/11-22		D	-				MTCE. OF EQUIPME	101.43425.0224
					10,472.31										
	67165	12/20/22		95.20 GALLONS UNLEADED	316.02		STMT/11/22		D	-				MOTOR FUELS AND	101.41402.0222
	67165	12/20/22		15.70 GALLONS UNLEADED	52.72		STMT/11/22		D	-				MOTOR FUELS AND	101.41408.0222
	67165	12/20/22		2630.60 GALLONS UNLEAD	8,778.69		STMT/11/22		D	-				MOTOR FUELS AND	101.42411.0222
	67165	12/20/22		148.91 GALLONS DIESEL	691.64		STMT/11/22		D	-				MOTOR FUELS AND	101.42412.0222
	67165	12/20/22		82.10 GALLONS UNLEADED	275.92		STMT/11/22		D	-				MOTOR FUELS AND	101.42412.0222
	67165	12/20/22		2,185.53 GALLONS DIES	10,152.35		STMT/11/22		D	-				MOTOR FUELS AND	101.43425.0222
	67165	12/20/22		660.20 GALLONS UNLEADE	2,202.66		STMT/11/22		D	-				MOTOR FUELS AND	101.43425.0222
	67165	12/20/22		26.20 GALLONS UNLEADED	87.86		STMT/11/22		D	-				MOTOR FUELS AND	101.45433.0222
	67165	12/20/22		75.90 GALLONS DIESEL	353.69		STMT/11/22		D	-				MOTOR FUELS AND	651.48484.0222
	67165	12/20/22		94.20 GALLONS UNLEADED	316.44		STMT/11/22		D	-				MOTOR FUELS AND	651.48484.0222
					23,227.99										
				VENDOR TOTAL	33,700.30										
SHERWIN WILLIAMS CO				000690											
	67089	12/13/22		PAINT SUPPLIES	146.33		0109-2		D	-				GENERAL SUPPLIES	101.41408.0229
	67089	12/13/22		PAINT	103.21		3237-8		D	-				GENERAL SUPPLIES	101.43425.0229
	67089	12/13/22		PAINT SUPPLIES	84.36		3299-8		D	-				GENERAL SUPPLIES	101.43425.0229
	67089	12/13/22		PAINT	45.99		3874-8		D	-				MTCE. OF STRUCTU	101.45433.0225
					379.89										
				VENDOR TOTAL	379.89										

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SIETSEMA/PEGGY				.03252											
		67246	12/28/22	DAMAGE DEPOSIT REFUND	100.00		122122		D	-				REFUNDS AND REIM	101.41428.0882
SIR LINES-A-LOT LLC				003780											
		67090	12/13/22	PAVEMENT MARKINGS	16,297.82		H22-0700-001		D	-				MTCE. OF OTHER I	101.43425.0336
SOUTH 71 VETERINARY CLIN				000699											
		67166	12/20/22	K-9 WELLNESS EXAM	73.72		2302336		D	-				PROFESSIONAL SER	101.42411.0446
		67166	12/20/22	K-9 WELLNESS EXAM	179.81		2302808		D	-				PROFESSIONAL SER	101.42411.0446
					253.53	*CHECK	TOTAL								
				VENDOR TOTAL	253.53										
STEINBEISSER AUTO REPAIR				003256											
		67091	12/13/22	PROPANE	19.95		15655		D	-				GENERAL SUPPLIES	101.43425.0229
STERLING WATER-MINNESOTA				000188											
		67167	12/20/22	SOFTENER RENTAL-DEC	19.45		315X03248209		D	-				RENTS	101.41408.0440
SUMMIT FIRE PROTECTION				002555											
		67168	12/20/22	2023 ALARM MONITORING	115.50		150022795		D	-				PREPAID EXPENSES	101.128000
		67168	12/20/22	2022 ALARM MONITORING	10.50		150022795		D	-				MTCE. OF STRUCTU	101.41408.0335
					126.00	*CHECK	TOTAL								
				VENDOR TOTAL	126.00										
SUN LIFE FINANCIAL				003460											
		67211	12/27/22	LIFE/LTD/VISION-JAN	15.40		M379		D	-				COBRA INS PREMIU	101.120001
		67211	12/27/22	LIFE/LTD/VISION-JAN	109.02		M379		D	-				EMPLOYER INSUR.	101.41400.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	184.25		M379		D	-				EMPLOYER INSUR.	101.41402.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	47.75		M379		D	-				EMPLOYER INSUR.	101.41403.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	130.42		M379		D	-				EMPLOYER INSUR.	101.41405.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	24.23		M379		D	-				EMPLOYER INSUR.	101.41408.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	77.49		M379		D	-				EMPLOYER INSUR.	101.41409.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	34.64		M379		D	-				EMPLOYER INSUR.	101.41420.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	5.60		M379		D	-				EMPLOYER INSUR.	101.41424.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	123.97		M379		D	-				INS. PASS THROUG	101.41428.0819
		67211	12/27/22	LIFE/LTD/VISION-JAN	1,092.47		M379		D	-				EMPLOYER INSUR.	101.42411.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	114.26		M379		D	-				EMPLOYER INSUR.	101.42412.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	11.99		M379		D	-				EMPLOYER INSUR.	101.43417.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	557.33		M379		D	-				EMPLOYER INSUR.	101.43425.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	25.20		M379		D	-				EMPLOYER INSUR.	101.45001.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	82.12		M379		D	-				EMPLOYER INSUR.	101.45432.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	48.94		M379		D	-				EMPLOYER INSUR.	101.45433.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	38.87		M379		D	-				EMPLOYER INSUR.	101.45435.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	12.57		M379		D	-				EMPLOYER INSUR.	101.45437.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	283.49		M379		D	-				EMPLOYER INSUR.	651.48484.0114
		67211	12/27/22	LIFE/LTD/VISION-JAN	24.12		M379		D	-				EMPLOYER INSUR.	651.48485.0114
					3,044.13	*CHECK	TOTAL								
				VENDOR TOTAL	3,044.13										



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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SYSCO WESTERN MINNESOTA				000161											
		67169	12/20/22	CONCESSION SUPPLIES	552.40		253275151		D	-				GENERAL SUPPLIES	101.45433.0229
		67169	12/20/22	CONCESSION SUPPLIES	610.40		253283346		D	-				GENERAL SUPPLIES	101.45433.0229
		67169	12/20/22	CONCESSION SUPPLIES	112.30		253288472		D	-				GENERAL SUPPLIES	101.45433.0229
		67169	12/20/22	CONCESSION SUPPLIES	803.03		253288833		D	-				GENERAL SUPPLIES	101.45433.0229
					2,078.13	*CHECK	TOTAL								
		67212	12/27/22	CONCESSION SUPPLIES	670.19		2532934060		D	-				GENERAL SUPPLIES	101.45433.0229
				VENDOR TOTAL	2,748.32										
TEAMVIEWER GMBH				003781											
		67092	12/13/22	22/23 TEAM VIEWER SUBC	2,758.80		R01888484		D	-				LICENSES AND TAX	101.41409.0445
TEN17 MEDIA LLC				003589											
		67170	12/20/22	WEBSITE/SOC. MEDIA WOR	1,250.00		1269		D	N	01			SUBSCRIPTIONS AN	235.41402.0443
TEXTME, INCORPORATED				.03251											
		67247	12/28/22	SUBSCRIBER SERVICE FEE	75.00		122922		D	-				PROFESSIONAL SER	101.42411.0446
TITAN MACHINERY				003375											
		67093	12/13/22	#185168 OIL/FILTERS	930.33		17849428 GP		D	-				INVENTORIES-MDSE	101.125000
TORKELSON'S LOCK SERVICE				002583											
		67094	12/13/22	CIVIC CENTER KEYS-PARTS	176.00		4940170		D	N	01			MTCE. OF EQUIPME	101.45506.0224
		67094	12/13/22	CIVIC CENTER KEYS-LABOR	44.00		4940170		D	N	01			MTCE. OF EQUIPME	101.45506.0334
					220.00	*CHECK	TOTAL								
				VENDOR TOTAL	220.00										
TRAFFIC CONTROL CORPORAT				001471											
		67095	12/13/22	LED TRAFFIC LAMP	384.00		140328		D	-				GENERAL SUPPLIES	101.43417.0229
ULTIMATE SAFETY CONCEPTS				000165											
		67248	12/28/22	QRAE 3 GAS MONITER	1,193.80		202900		D	-				SMALL TOOLS	101.42412.0221
		67248	12/28/22	AUTORAE	1,985.28		202900		D	-				SMALL TOOLS	101.42412.0221
		67248	12/28/22	REGULATOR	190.00		202900		D	-				SMALL TOOLS	101.42412.0221
		67248	12/28/22	FREIGHT-AIR QUALITY MTRS	83.00		202900		D	-				SMALL TOOLS	101.42412.0221
					3,452.08	*CHECK	TOTAL								
				VENDOR TOTAL	3,452.08										
US BANK EQUIPMENT FINANC				003143											
		67171	12/20/22	500-0576320-000-DEC	157.00		488973850		D	-				RENTS	101.42411.0440
		67249	12/28/22	500-0664928-000-DEC	701.80		490143674		D	-				RENTS	101.41410.0440
				VENDOR TOTAL	858.80										
UTILITYLOGIC				003783											
		67172	12/20/22	GAS METER	1,023.96		13743		D	-				SMALL TOOLS	651.48484.0221
		67172	12/20/22	DIAGNOSTICS&CALIBRATION	46.13		13746		D	-				OTHER SERVICES	651.48484.0339
					1,070.09	*CHECK	TOTAL								
				VENDOR TOTAL	1,070.09										

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
VERIZON WIRELESS				002915											
		67173	12/20/22	CELL PHONE USAGE-NOV	3,117.11		9922487289		D	-				COMMUNICATIONS	101.41409.0330
VIERLING/DAVID				003786											
		67250	12/28/22	DMT TRAINING REIMBURSEM.	54.00		121422		D	-				TRAVEL-CONF.-SCH	101.42411.0333
WALT'S				002868											
		67096	12/13/22	4.987 GALLONS UNLEADED	21.94		111522		D	-				MOTOR FUELS AND	651.48484.0222
		67096	12/13/22	11.84 GALLONS ULEADED	52.68		112222		D	-				MOTOR FUELS AND	101.42412.0222
					74.62	*CHECK	TOTAL								
				VENDOR TOTAL	74.62										
WEST CENTRAL COMMUNICATI				000796											
		67097	12/13/22	PORTABLE RADIO/SPEAKER	5,415.02		94339		D	-				SMALL TOOLS	101.42411.0221
		67174	12/20/22	PORTABLE RADIO-PARTS	172.50		095065S		D	-				COMMUNICATIONS	101.42412.0330
		67174	12/20/22	PORTABLE RADIO-LABOR	125.00		095065S		D	-				MTCE. OF EQUIPME	101.42412.0334
					297.50	*CHECK	TOTAL								
		67213	12/27/22	HAYCRAFTS PORTABLE	8.50		095189S		D	-				MTCE. OF EQUIPME	101.42411.0224
		67251	12/28/22	PORTABLE RADIO-PARTS	257.50		095183S		D	-				MTCE. OF EQUIPME	101.42412.0224
		67251	12/28/22	PORTABLE RADIO-LABOR	125.00		095183S		D	-				MTCE. OF EQUIPME	101.42412.0334
		67251	12/28/22	PORTABLE RADIO-PARTS	21.30		095202S		D	-				MTCE. OF EQUIPME	101.42411.0224
		67251	12/28/22	PORTABLE RADIO-LABOR	50.00		095202S		D	-				MTCE. OF EQUIPME	101.42411.0334
					453.80	*CHECK	TOTAL								
				VENDOR TOTAL	6,174.82										
WEST CENTRAL PRINTING				000803											
		67098	12/13/22	BUSINESS CARDS-ROSS	56.29		23483		D	-				OFFICE SUPPLIES	101.42411.0220
		67214	12/27/22	BUSINESS CARDS	201.76		23495		D	-				OFFICE SUPPLIES	101.42411.0220
				VENDOR TOTAL	258.05										
WEST CENTRAL SANITATION				000805											
		67175	12/20/22	RECYCLING-JAN	54.22		12636357		D	-				CLEANING AND WAS	101.41408.0338
		67175	12/20/22	RECYCLING-JAN	54.22		12637663		D	-				CLEANING AND WAS	651.48484.0228
					108.44	*CHECK	TOTAL								
		67252	12/28/22	RECYCLING-JAN	242.65		12638325		D	-				CLEANING AND WAS	101.43425.0338
				VENDOR TOTAL	351.09										
WEST CENTRAL TROPHIES				000808											
		67099	12/13/22	NAME TAGS/PLATES/PLAQUES	282.00		8086		D	-				GENERAL SUPPLIES	101.41401.0229
WILLMAR CHAMBER OF COMME				000812											
		67100	12/13/22	DIRECTOR/ASSISTANT WAG	8,921.56		54889		D	-				SALARIES-REG. EM	208.45005.0110
		67100	12/13/22	INSURANCE	1,562.36		54889		D	-				EMPLOYER PENSION	208.45005.0113
		67100	12/13/22	FICA	526.47		54889		D	-				EMPLOYER PENSION	208.45005.0113
		67100	12/13/22	MEDICARE	123.12		54889		D	-				EMPLOYER PENSION	208.45005.0113

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME				000812											
		67100	12/13/22	IRA CONTRIBUTION	254.74		54889		D	-				EMPLOYER PENSION	208.45005.0113
		67100	12/13/22	NOVEMBER COPIES	12.20		54889		D	-				OFFICE SUPPLIES	208.45005.0220
		67100	12/13/22	PAYROLL FEES	97.41		54889		D	-				OTHER SERVICES	208.45005.0339
		67100	12/13/22	DECEMBER RENT	689.06		54889		D	-				RENTS	208.45005.0440
		67100	12/13/22	CVB MAIL PICK UP FEE-NOV	26.66		54891		D	-				POSTAGE	208.45005.0223
		67100	12/13/22	INTERNET 10/18-11/17/22	25.99		54891		D	-				COMMUNICATIONS	208.45005.0330
		67100	12/13/22	RECYCLING FEE-NOV	6.61		54891		D	-				CLEANING AND WAS	208.45005.0338
		67100	12/13/22	MANAGE IT 10/12-11/11/22	97.80		54891		D	-				PROFESSIONAL SER	208.45005.0446
					12,343.98		*CHECK TOTAL								
		67253	12/28/22	OFFICE 365 MONTHLY SUB.	7.54		54890		D	-				COMMUNICATIONS	208.45005.0330
		67253	12/28/22	DOMAIN REGISTRATION	66.48		54890		D	-				COMMUNICATIONS	208.45005.0330
		67253	12/28/22	TELEPHONE CHARGE	14.00		54890		D	-				COMMUNICATIONS	208.45005.0330
		67253	12/28/22	CVB BOARD LUNCH	177.34		54890		D	-				TRAVEL-CONF.-SCH	208.45005.0333
		67253	12/28/22	BOARD PLANNING MEETING	50.56		54890		D	-				TRAVEL-CONF.-SCH	208.45005.0333
		67253	12/28/22	WINTERFEST MEETING	11.83		54890		D	-				TRAVEL-CONF.-SCH	208.45005.0333
		67253	12/28/22	LEISURE COMMITTEE MTG	117.05		54890		D	-				TRAVEL-CONF.-SCH	208.45005.0333
		67253	12/28/22	CVB EXEC COMM LUNCH	98.62		54890		D	-				TRAVEL-CONF.-SCH	208.45005.0333
		67253	12/28/22	WINTERFEST MTG	18.43		54890		D	-				TRAVEL-CONF.-SCH	208.45005.0333
		67253	12/28/22	TEN 17 MEDIA ADVERTISI	1,700.00		54890		D	-				ADVERTISING	208.45006.0447
		67253	12/28/22	FACEBOOK ADVERTISING	42.80		54890		D	-				ADVERTISING	208.45006.0447
		67253	12/28/22	GOOGLE ADVERTISING	331.37		54890		D	-				ADVERTISING	208.45006.0447
		67253	12/28/22	SUB. OCT 19-SEPT 18 2022	2.99		54890		D	-				OTHER CHARGES	208.45008.0449
		67253	12/28/22	DEST ADV SUMMIT LODGING	649.35		54890		D	-				OTHER CHARGES	208.45008.0449
		67253	12/28/22	DEST ADV SUMMIT DINNER	22.80		54890		D	-				OTHER CHARGES	208.45008.0449
		67253	12/28/22	MO CONN SUB TRAN FEE	0.05		54890		D	-				OTHER CHARGES	208.45008.0449
		67253	12/28/22	ADOBE CLOUD PROGRAMS	647.12		54890		D	-				OTHER CHARGES	208.45010.0449
		67253	12/28/22	SOC MEDIA PUB PLATFORM	250.00		54890		D	-				OTHER CHARGES	208.45010.0449
		67253	12/28/22	LATER.COM TRAN FEE	5.00		54890		D	-				OTHER CHARGES	208.45010.0449
		67253	12/28/22	HOCKEY TRMNT BAGS	57.68		54890		D	-				OTHER CHARGES	208.45011.0449
					4,271.01		*CHECK TOTAL								
				VENDOR TOTAL	16,614.99										
WILLMAR COMMUNITY EDUCAT				001243											
		67176	12/20/22	CUSTODIAL FEE	300.00		2223-377		D	-				CLEANING AND WAS	101.45432.0338
WILLMAR FORKLIFT INC				002705											
		67177	12/20/22	FORKLIFT INSPECTION	150.00		86154		D	-				MTCE. OF EQUIPME	101.45433.0334
WINDSTREAM				002100											
		67101	12/13/22	PHONE SERVICE-NOV	791.73				D	-				COMMUNICATIONS	101.41409.0330
		67215	12/27/22	PHONE SERVICE-NOV	74.99		012195036		D	-				COMMUNICATIONS	101.45433.0330
				VENDOR TOTAL	866.72										

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
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REPORT TOTALS:			695,656.38										
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RECORDS PRINTED - 000698

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
101	GENERAL FUND	472,852.04
205	INDUSTRIAL DEVELOPMENT	12,745.80
208	CONVENTION & VISITORS BUREAU	26,077.92
230	WILLMAR MUNICIPAL AIRPORT	453.16
235	WILLMAR MAIN STREET	1,583.14
295	COMMUNITY INVESTMENT	12,859.32
373	T.I. (JH LLC)	75,731.54
420	LOCAL OPT SALES TAX PROJECTS	15,755.09
421	S.A.B.F. - #2021B	2,527.50
430	C.P. - AIRPORT DEVELOPMENT	15,050.00
651	WASTE TREATMENT	58,431.90
899	DONATION FUND (AGENCY)	1,588.97
TOTAL ALL FUNDS		695,656.38

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
HERT	HERITAGE BANK	695,656.38
TOTAL ALL BANKS		695,656.38



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.F.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	New Appointments to Boards/Commissions		

**RECOMMENDED ACTION:**

**OVERVIEW:**

Patricia Elizondo to Municipal Utilities Commission

Ryan Lange to Municipal Utilities Commission

Terrill Sieck to Municipal Utilities Commission

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. Patricia Elizondo Application - MUC Board
2. Ryan Lange Application - MUC
3. Terrill Sieck Application - MUC

**Application for Appointment to  
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- ☐ Airport Commission (meets monthly)
- ☐ Cable Advisory Board (meets as needed)
- ☐ Charter Commission (meets as needed)
- ☐ Park and Recreation Board
- ☐ City/County Economic Development Operations Board (meets monthly)
- ☐ City of Willmar HRA
- ☐ Human Rights Commission (meets as needed)
- ☒ Municipal Utilities Commission (meets bi-monthly)
- ☐ Pioneerland Library System Board (meets monthly)
- ☐ Planning Commission (meets bi-monthly)
- ☐ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- ☐ Rice Memorial Hospital (meets bi-monthly)
- ☐ Willmar Convention and Visitors Bureau
- ☐ Zoning Appeals Board (meets monthly)
- ☐ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

**Applicant Information**

Name: Patricia Elizondo Date of Application: 12-22-22

Address: 324 Litchfield Ave SE Willmar Phone No. 320-212-4002  
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: pate@unitedcapmn.org

What prompted you to make application for a citizen committee? I was contacted by Kevin @ WMC and the timing this time around is perfect for me.

Briefly tell us why you want to serve on this Board/Committee/Commission:

I have lived in Willmar for almost 30yrs and know the communities, organizations in the area and feel I could provide great insight to issues surrounding the utility and its customers.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I have worked w/ Community Action for 28 yrs and have been on the Agency's All Staff Committee since 2000, on the State's Energy Assistance Policy Advisory Committee for the past 10 yrs and on the Coordinators Committee has the treasurer since 2011

List your educational background: \_\_\_\_\_

GED and AA degree in Sales & Marketing

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

as listed above on the State's Energy Assistance Coordinator Association Policy Committee advising EAP policies

If you are employed, please provide the name and address of your employer and your position:

United Comm Action Partnership (UCAP)  
200 SW 4<sup>th</sup> St Willmar      position: Energy Assistance Manager

Please return completed application to:

Mayor's Office  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Or via email to:

Leslie Valiant, City Administrator  
[lvaliant@willmarmn.gov](mailto:lvaliant@willmarmn.gov)



# APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION ('22)

Print

**Submitted by:** Ryan Lange

**Submitted On:** 2022-12-28 13:29:16

**Submission IP:** (24.196.62.54)  
proxy-IP (raw-IP)

**Status:** Open



★ **CITY OF WILLMAR**

## APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE COMMISSION

333 Southwest 6th Street, Willmar, MN 56201 | 320-235-8311 | Fax: 320-235-4917

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

\* Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

- ☐ Airport Commission (meets monthly)
- ☐ Cable Advisory Board (meets as needed)
- ☐ Charter Commission (meets as needed)
- ☐ Park and Recreation Board
- ☐ City/County Economic Development Operations Board (meets monthly)
- ☐ Human Rights Commission (meets as needed)
- ☒ Municipal Utilities Commission (meets bi-monthly)
- ☐ Pioneerland Library System Board (meets monthly)
- ☐ Planning Commission (meets bi-monthly)
- ☐ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- ☐ Willmar Convention and Visitors Bureau
- ☐ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

### APPLICANT INFORMATION

Date	* First Name	* Last Name
12/23/2022	Ryan	Lange
Format: MM/DD/YYYY		
* Address	* City	
1500 2nd St NE	Willmar	
* Phone	* Email	
6053762185	RyanL@LangeAgSystems.com	
Phone	Email	

**\* What prompted you to make application for a citizen committee?**

I was asked by Kevin Marti if there was interest in serving as a Commissioner. After visiting with he and John Harren, this is an opportunity I would like to pursue.

---

**\* Briefly tell us why you want to serve on this Board/Committee/Commission:**

There are three main reasons I am interested in serving: 1) To give back to the community I grew up in and now have lived in as an adult for almost 10 years, 2) I hope that my skills and knowledge can be beneficial to the Commission, and 3) To grow personally and professionally by working with others in an industry that I do not have experience with, but depend on every day.

---

**\* List any special background or experience you have which would be helpful to this Board/Committee/Commission:**

My background is in back office accounting/treasury operations for a large bank for 14 years. My profession experience at that bank included leading teams and projects. Currently, I am the Operations Manager and part owner of a livestock equipment business and have been very involved with Construction Management and building teams. We are small family owned business that allows me to be involved in all aspects of operations.

---

**\* List your educational background**

Willmar Senior High School Augustana University, Business Administration major and Economics minor University of Sioux Falls, MBA

---

**\* List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:**

None

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**\* If you are employed, please provide the name and address of your employer and your position:**

Lange Ag Systems. Operations Manager, Owner.

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# APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION ('22)

Print

**Submitted by:** Terrill Sieck

**Submitted On:** 2022-12-23 20:50:11

**Submission IP:** (47.12.144.20)  
proxy-IP (raw-IP)

**Status:** Open



★ **CITY OF WILLMAR**

## APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE COMMISSION

333 Southwest 6th Street, Willmar, MN 56201 | 320-235-8311 | Fax: 320-235-4917

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

\* Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

- ☐ Airport Commission (meets monthly)
- ☐ Cable Advisory Board (meets as needed)
- ☐ Charter Commission (meets as needed)
- ☐ Park and Recreation Board
- ☐ City/County Economic Development Operations Board (meets monthly)
- ☐ Human Rights Commission (meets as needed)
- ☒ Municipal Utilities Commission (meets bi-monthly)
- ☐ Pioneerland Library System Board (meets monthly)
- ☐ Planning Commission (meets bi-monthly)
- ☐ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- ☐ Willmar Convention and Visitors Bureau
- ☐ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

### APPLICANT INFORMATION

Date	* First Name	* Last Name
12/23/2022	Terrill	Sieck
Format: MM/DD/YYYY		
* Address	* City	
1317 7th St SW	Willmar	
* Phone	* Email	
13209056070	terryjsieck@gmail.com	
Phone	Email	

\* What prompted you to make application for a citizen committee?

Discussions with commission member Bruce DeBlieck. Interested in how the local policies effect consumers and decisions at the city level.

**\* Briefly tell us why you want to serve on this Board/Committee/Commission:**

Enjoyed my time in public service while on the planning commission, feel my background would be beneficial to the utilities commission as well.

---

**\* List any special background or experience you have which would be helpful to this Board/Committee/Commission:**

22+ years experience in the environmental consulting field working with clients and state agencies (MDA, MPCA, MDH) to complete required work within state guidelines.

---

**\* List your educational background**

Bachelor Degree - Earth Sciences, minor in Geography from St Cloud State University 1991-1996.

---

**\* List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:**

Served on Willmar Planning Commission from 2017-2021.

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**\* If you are employed, please provide the name and address of your employer and your position:**

Project Manager/Self employed - Glacial Lakes Environmental Consulting. Willmar, MN Willmar Bus Service - Bus driver

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### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.G.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kelsi Delbosque, Administrative Assistant
<b>Ordinance:</b>	No	<b>Presented By:</b>	Gary Manzer, Public Works Interim Director
<b>Item:</b>	Public Works Kubota Mowers Purchase		

**RECOMMENDED ACTION:**

Approve the purchase of two 2023 Kubota F2690 mowers in the amount of \$30,839.82 from Haug Kubota, LLC to replace two 2019 Kubota F2690 mowers

**OVERVIEW:**

The Public Works Department is requesting to purchase two 2023 F2690 Kubotas from Haug Kubota, LLC of Willmar per Sourcewell Purchasing Cooperative Contract No. 2533022 in the amount of \$30,839.82 after tradein of two Kubota mowers.

This will replace the two 2019 Kubota F2690 units scheduled for replacement. These mowers are used daily for mowing the City's 37 parks and also for snow removal on rinks and paths. They both have high hours and are showing wear from frequent use. The cabs and attachments from the current units will be reused as they are very serviceable and will fit the new F2690 mowers.

**BUDGETARY/FISCAL ISSUES:**

The Capital Outlay Program includes \$74,000 for the purchase of the mowers.

Kubota  
Mowers \$48,239.82  
Mowers  
Traded \$17,400.00  
**Purchase**  
**Price \$30,839.82**

**ATTACHMENTS:**

1. 20221229104539334
2. Resolution for Kubota Mowers Purchase



WILLMAR

**PUBLIC WORKS  
DEPARTMENT  
DIRECTOR**

**333 SW 6TH ST  
WILLMAR, MN 56201  
320-235-4202  
FAX 320-235-4917**

## Memorandum

**TO:** Leslie Valiant, City Administrator  
**FROM:** Gary Manzer, Public Works Director  
**DATE:** January 3<sup>rd</sup>, 2023  
**RE:** Purchase of Mowers

Staff is in the process of proceeding with the purchase and replacement of two Kubota Mowers in accordance with the 2023 Capital Outlay Program.

I am requesting approval to replace two mower units; they are 2019 Kubota Mowers, unit Nos. 190302 and 190297. The Kubota Mowers would be purchase from Haug Kubota, LLC of Willmar through Sourcewell purchasing Coop quote No. 2533022. The two new mowers would be a Kubota model F2690. With the trade of our two mowers (\$8,700.00 per mower total trade of \$17,400.00) our purchase price would be \$30,839.82. We will be reusing our cabs and attachments as they very serviceable and will work on these new units.

Please let me know if you any questions regarding this purchase.

Approval \_\_\_\_\_

Kd

Quote Provided By  
 HAUG KUBOTA, LLC  
 Brian Lingle  
 3585 HWY. 12 E.  
 WILLMAR, MN 56201  
 email: brianlingle@haugkubota.com  
 phone: 3202352717

## - Standard Features -

## - Custom Options -



F Series

F2690

\*\*\* EQUIPMENT IN STANDARD MACHINE \*\*\*

**DIESEL ENGINE**

Model #D1105  
 3 Cyl., 1123 cu. cm.  
 +24.8 Gross Eng. HP  
 @3000 Eng. RPM  
 CARB Certified  
 Alternator - 40 Amps  
 Hand Throttle  
 Dual Element Air Cleaner

**TRANSMISSION**

Hydrostatic Drive (F2/R2)  
 Forward Speed - 0 - 12.5 mph  
 Reverse Speed - 0 - 6.8 mph  
 Front Differential Lock

**FLUID CAPACITY**

Fuel Tank 16.1 gal  
 Cooling System 4.9 qts  
 Engine Oil 3.7 qts  
 Transmission and Hydraulics 14.8 qts

**OPERATING FEATURES**

Tilt Steering Wheel  
 Power Steering  
 Deluxe Suspension Seat  
 w/ 4 Adj. Controls

**SAFETY EQUIPMENT**

2 Post Foldable ROPS w/  
 Retractable Seat Belt  
 ROPS meet ISO and OSHA  
 Safety Start Switch  
 Operator Presence Control  
 Parking Brake  
 Overheat Alarm Buzzer

**HYDRAULICS**

Open Center - Gear Type  
 2 Point Hitch Lift  
 Cap at Lift Point - 573 lbs  
 8.6 GPM Hyd. Pump Cap.  
 6 GPM Remote Outlet

**INSTRUMENTS**

Liquid Chrystal Display (LCD) Panel  
 Hour Meter  
 Electric Fuel Gauge  
 Temperature Gauge  
 Easy Checker™  
 Oil Light  
 Charge Light  
 Glow Plug Light

**HYD. INDEPENDENT PTO**

Hyd. Multi-Disc PTO  
 Single Speed PTO  
 2545 rpm @ 3000 Eng. rpm

+ Manufacturer Estimate

**SELECTED TIRES**

AR8641 & AF9398A  
 FRONT - 24x12.00-12 R3 Maxxis Pro Tech  
 REAR - 18x9.50-8 R3 Kenda Super Turf K500

F2690 Base Price: \$23,224.00

(1) SUSPENSION SEAT inc.  
 F8280-SUSPENSION SEAT

(1) 72" REAR DISCHARGE MOWER \$5,139.00  
 RCK72R-F36-72" REAR DISCHARGE MOWER

(1) REMOTE HYDRAULIC KIT \$209.00  
 F5216-REMOTE HYDRAULIC KIT

**Configured Price: \$28,572.00**

Sourcewell Discount: (\$6,285.84)

**SUBTOTAL: \$22,286.16**

1Yr F2690 Extended Warranty \$725.00

Dealer Assembly: \$165.00

Freight Cost: \$543.75

PDI: \$400.00

Trade-In Kubota F2690 W/72" Deck (\$8,700.00)

Total Unit Price: \$15,419.91

Quantity Ordered: 2

Final Sales Price: \$30,839.82

**Purchase Order Must Reflect  
 the Final Sales Price**

To order, place your Purchase Order directly with the quoting dealer

\*Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

## VEHICLE/EQUIPMENT CHANGE REQUEST FORM

**Department Head** - I am requesting the following to occur:

**Check Applicable Box**

<b>Addition</b> - (To the overall number of vehicles in our fleet):				<input type="checkbox"/>
<b>Deletion</b> - (From the overall number of vehicles in our fleet and not to be replaced):				<input type="checkbox"/>
<b>Replacement</b> - (To be replaced by another vehicle):				<input checked="" type="checkbox"/>
<b>Replacement Adjustment</b> - (Move a budgeted vehicle to a different year in the schedule)				<input type="checkbox"/>
<b>Re-assignment</b> - (Transfer to another City Dept.):				<input type="checkbox"/>
Fixed Asset Number:	3007.00057			Reminder to Attach Photo
Vehicle Number:	192651	Replacement Cost:	\$37,000	
Vehicle Year:	2019	Vehicle Model:	Kubota F2690 Mower	
Mileage:	N/A	OR	Hours on vehicle:	1790

(Comments): These mowers are used daily for mowing our 37 parks and snow removal on rinks and walks they are used hard and showing wear

I recommend to replace

Initial GM

**Operator or Supervisor** (comments if applicable):

These units are operated by summer temporary employees and see hard use.

Initial GM

**Mechanic** (comments if applicable):

With the amount of use and high hours that these mowers have I highly suggest replacement.

Initial KR

\_\_\_\_\_**APPROVED**

\_\_\_\_\_**DENIED**

**Vehicle/Equipment Committee**

\_\_\_\_\_  
Date

\_\_\_\_\_**APPROVED**

\_\_\_\_\_**DENIED**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date





2019 Kubota F2690

Unit# 192651

## VEHICLE/EQUIPMENT CHANGE REQUEST FORM

**Department Head** - I am requesting the following to occur:

Check Applicable Box

<b>Addition</b> - (To the overall number of vehicles in our fleet):				<input type="checkbox"/>
<b>Deletion</b> - (From the overall number of vehicles in our fleet and not to be replaced):				<input type="checkbox"/>
<b>Replacement</b> - (To be replaced by another vehicle):				<input checked="" type="checkbox"/>
<b>Replacement Adjustment</b> - (Move a budgeted vehicle to a different year in the schedule)				<input type="checkbox"/>
<b>Re-assignment</b> - (Transfer to another City Dept.):				<input type="checkbox"/>
Fixed Asset Number:	3007.00055			Reminder to Attach Photo
Vehicle Number:	192659	Replacement Cost:	\$37,000	
Vehicle Year:	2019	Vehicle Model:	Kubota F2690 Mower	
Mileage:	N/A	OR	Hours on vehicle:	1920

(Comments): This Mower is used daily for mowing and snow removal @ our parks and skating rinks. I highly recommend replacement, they have been used very hard

Initial GM

**Operator or Supervisor** (comments if applicable):

These units are operated by summer temporary employees and see hard use.

Initial GM

**Mechanic** (comments if applicable):

With the amount of use and high hours that these mowers have I highly suggest replacement.

Initial KR

\_\_\_\_\_**APPROVED**

\_\_\_\_\_**DENIED**

**Vehicle/Equipment Committee**

\_\_\_\_\_  
Date

\_\_\_\_\_**APPROVED**

\_\_\_\_\_**DENIED**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date



2019 Kubota F2690

Unit# 192659

**Form C****EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,  
AND SOLUTIONS REQUEST**Company Name: Kubota Tractor Corporation

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by Sourcewell or included in the final contract. Sourcewell will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	Sourcewell ACCEPTS
8.N/8.27/31	Affirmative Action	Kubota operates under California Law where according to the State Constitution it is unlawful to require affirmative action	Sourcewell accepts

Proposer's Signature: Date: 3/29/17**Sourcewell's clarification on exceptions listed above:**

Contract Award  
RFP #040319



**FORM D**

**Formal Offering of Proposal**  
(To be completed only by the Proposer)

**MEDIUM DUTY AND COMPACT CONSTRUCTION EQUIPMENT WITH RELATED ATTACHMENTS,  
ACCESSORIES, AND SUPPLIES**

In compliance with the Request for Proposal (RFP) for MEDIUM DUTY AND COMPACT CONSTRUCTION EQUIPMENT WITH RELATED ATTACHMENTS, ACCESSORIES, AND SUPPLIES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.


Company Name: Kubota Tractor Corporation Date: 3/29/2019

Company Address: 1000 Kubota Drive

City: Grapevine State: TX Zip: 76051

CAGE Code/DUNS: 06-207-4828

Contact Person: Jon Cheek Title: National Accounts Manager

Authorized Signature:  Alex Woods  
(Name printed or typed)

**FORM E****CONTRACT ACCEPTANCE AND AWARD**

(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 040319-KBA

Proposer's full legal name: Kubota Tractor Corporation

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be May 31, 2019 and will expire on May 31, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

**Sourcewell Authorized Signatures:**

Designated by:

Jeremy Schwartz

SOURCEWELL DIRECTOR OF OPERATIONS AND  
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

Designated by:

Chad Coquette

SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on May 28, 2019

Sourcewell Contract # 040319-KBA

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Kubota Tractor Corporation

Authorized Signatory's Title VICE PRESIDENT

Alex M Woods

VENDOR AUTHORIZED SIGNATURE

Alex M Woods

(NAME PRINTED OR TYPED)

Executed on 5/30, 2019

Sourcewell Contract # 040319-KBA



**Form F**

**PROPOSER ASSURANCE OF COMPLIANCE**

**Proposal Affidavit Signature Page**

**PROPOSER'S AFFIDAVIT**

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

**[The rest of this page has been left intentionally blank. Signature page below]**

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Kubota Tractor Corporation

Address: 1000 Kubota Drive

City/State/Zip: Grapevine, TX 76051

Telephone Number: (817) 532-3875

E-mail Address: Jon.Cheek@Kubota.com

Authorized Signature: 

Authorized Name (printed): Alex Woods

Title: Vice President, Sales Operations, Supply Chain and Parts

Date: 03/29/2019

Notarized



Subscribed and sworn to before me this 29th day of March, 2019

Notary Public in and for the County of Tarrant State of Texas

My commission expires: 10/16/2021

Signature: Jennifer Dragoo





## **Form P**

### **PROPOSER QUESTIONNAIRE**

#### **Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions**

Proposer Name: Kubota Tractor Corporation

Questionnaire completed by: Jon Cheek

#### **Payment Terms and Financing Options**

- 1) What are your payment terms (e.g., net 10, net 30)? Net 45
- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions? Yes
- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to Sourcewell. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.

Dealers will provide quotes to the Sourcewell customers and process the orders. Kubota Tractor Corporation will assist in quotes where needed and also help process orders when needed. The dealers must enter a dealer code reflecting the Sourcewell account in order to be compensated for the sale. The entering of this code will identify the order as an Sourcewell order and allow the information to be pulled for reporting purposes.

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process? No, we do not accept P-card payments.

#### **Warranty**

- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.
  - Do your warranties cover all products, parts, and labor?
  - Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
  - Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?
  - Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?
  - Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
  - What are your proposed exchange and return programs and policies?

Please see the Kubota Warranty Guide in the supporting documents under Form P.

- 6) Describe any service contract options for the items included in your proposal.  
There are no service contract options available for this program but extended warranties are available (see Warranty Guide in Supporting Documents under Form P).

### Pricing, Delivery, Audits, and Administrative Fee

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.

All Kubota products in the 2019 Full Line Brochure are available to Sourcewell members (please see 2019 Full Line Brochures in Supporting Documents under Form P).

- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

Kubota will offer a specific discount off of published list price based on each model and series. Please see Sourcewell Discount Structure file and Price Lists in the Supporting Documents under Form P.

- 9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

Please see the Sourcewell Discount Structure file in the Supporting Documents under Form P.

- 10) The pricing offered in this proposal is

- ☐ a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- ☒ b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- ☐ c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- ☐ d. other than what the Proposer typically offers (please describe).

- 11) Describe any quantity or volume discounts or rebate programs that you offer.

None

- 12) Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.

Most often, the Kubota dealer has already been in contact with the member and knows the requirements of the member which allows him to offer recommendations on the sourced items. The dealer will put that information on the quote. The member will then issue a purchase order which will include the non-Kubota product(s).

- 13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial/pre-delivery inspection. Identify any parties that impose such costs and their relationship to the Proposer.

In addition to equipment cost, there will be freight charges based on current freight rates, assembly fees, and pre-delivery inspection fees. Assembly fees can vary depending on how many accessories the equipment has and what kind. Pre-delivery inspection is a flat \$250 per unit. Please see Install Times and Freight Costs calculations in Supporting Documents under Form P

- 14) If travel expense, delivery or shipping is an additional cost to the Sourcewell Member, describe in detail the complete travel expense, shipping and delivery program.

Freight will be charged to the member. In the lower 48 States, freight is determined by an equalized freight rate chart by product model and series, and it is included in the quote up front so that the member has this information when making their purchasing decision.

- 15) Specifically describe those travel expense, shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

Shipping costs to offshore locations are calculated by freight forwarding companies used by delivering dealers and included in the member quote in the beginning so that the member has the information at the time of making their purchasing decision.

- 16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

KTC has a National Distribution Center, 4 Division Warehouses, and 1100 plus dealers that are expected to carry on average 7 months' worth of inventory. KTC will, if needed, ship units from almost anywhere in the country to satisfy urgent orders at no additional cost to the membership.

- 17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.

Kubota has multiple product groups that constantly review and audit pricing along with our digital marketing group that manages our electronic pricing database. In addition, the National Accounts group constantly reviews pricing for accuracy giving multiple layers of audit and review. The dealers cannot get paid for their sales using the Sourcewell program without submitting all of the information required to report accurately on the contract usage reports. This information is then downloaded to create our usage reports for the Sourcewell program.

- 18) Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

Kubota proposes paying an administrative fee of 1.5% of total sales produced under this contract less freight, assembly fees and pre-delivery inspection fees on Kubota products only.

#### **Industry-Specific Questions**

- 19) Describe any industry-specific quality management system certifications obtained by your organization.

- ISO 9001

- 20) Describe any environmental management system certifications obtained by your organization.

The Kubota Group endeavors to strike a balance between attaining business growth and contributing to environmental conservation, and strives toward ongoing symbiotic development with society through eco-friendly corporate activities. The Group has set five basic categories for environmental conservation: "Tackling Climate Change," "Working towards a Recycling-based Society," "Conserving Water Resources," "Controlling Chemical Substances," and "Conserving Biodiversity." Based on these categories, we are committed to the conservation of the global environment through products, technologies and services that address social issues in the areas of food, water, and the living environment.

- ISO 14001
- US EPA certified engines

Below are some awards that Kubota has received for their environmental management:

- Highest-Rated "A-List Company" in "CDP Water\*", a research concerning sustainable water management conducted in 2017
- Environmental Technology and Project Award presented by the Environmental Engineering Committee of the Japan Society of Civil Engineers
- Green Industry Award in 2017 from the Thai government
- 7 time BLUE PROPER award winner from the environment minister of the Indonesian government
- Kansai Eco-Office Encouragement Award and Certification of an Excellent Waste-reduction Building in Japan
- Gold Level LEED Certification, U.S. Corporate Head Quarters

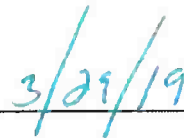
21) Describe any preventive maintenance programs that your organization offers for the solutions you are proposing in your response.

Preventive maintenance is different for each type of equipment, business use of the equipment, and environment in which the equipment is used in. Each customer's preventive maintenance needs are different. We have many preventive maintenance plans that have been created between our dealers and customers that are designed to best meet the customer's needs. These preventive maintenance plans are executed by the delivering dealer ensuring the continuing relationship between the local dealer and the customer.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_



**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION APPROVING THE PURCHASE OF TWO 2023 KUBOTA F2690 MOWERS IN THE AMOUNT  
OF \$30,839.82.**

Motion By:\_\_\_\_\_ Second By:\_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of two 2023 Kubota F2690 units is accepted through Sourcewell Contract No. 2533022, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$30,839.82.

Dated this 9th day of January, 2023

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



## City of Willmar

---

### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	10.H.
<b>Agenda Section:</b>	Consider Approval of Consent Items	<b>Originating Department:</b>	Planning and Development
<b>Resolution:</b>	No	<b>Prepared By:</b>	
<b>Ordinance:</b>	No	<b>Presented By:</b>	
<b>Item:</b>	Building Report December 2022		

**RECOMMENDED ACTION:**

**OVERVIEW:**

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. December 2022

Issued Dates: 12/1/2022 to 12/31/2022  
 Report Name: Monthly External Permits Report  
 Permit Type(s): Building, Mechanical, Plumbing

## City of Willmar

### Monthly External Permits Report

Printed: 1/5/2023  
 Page: 1

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI032239	12/13/2022	Kloster/Harold F & Judy 325 Terrace Dr SW	95-330-0240 Block 2 Hillside Terrace	Reroofing Residential Add/Alter	Residential Reroof	\$15,000.00	\$37.50
WI032258	12/7/2022	Van Horne/Matthew P & Kirsten 802 5th St SW	95-090-0410  Booth's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$8,000.00	\$34.00
WI032259	12/7/2022	Thorson/Daniel J & Cherie J 623 Parkview Rd SW	95-340-0470 Lot 7, Block 4 Hilltop Park	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00	\$33.75
WI032272	12/7/2022	Pelkey/Robert A & Teresa A 509 12th St NW	95-820-1340 Block 7 Thorpe & Lien's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$32.50
WI032304	12/7/2022	Quad 2404 1st St S	95-680-0910 Block 5 Portland Acres	Alteration Commercial Add/Alter	Shopko Optical Tenant Build out	\$175,000.00	\$2,170.21
WI032305	12/7/2022	Quad 2404 1st St S	95-680-0910 Block 5 Portland Acres	Commercial/Ind Alt/Remodel	Shopko Optical Tenant Build out	\$9,200.00	\$96.60
WI032317	12/12/2022	Jbz Properties, LLC 610 Parkview Rd SW	95-922-7960	Install Egress Window Residential Add/Alter	Egress Window	\$1,200.00	\$41.25
WI032337	12/5/2022	Fried/Marilyn L 3035 1st Ave NW	95-616-0150 Lot 15, Block 1 Park View Estates	Single Family Replace	Gas Furnace & A/C Replacement	\$9,236.00	\$56.00
WI032338	12/12/2022	Nuytten/Kristen A 3321 Eagle Ridge Dr E	95-148-0170 Lot 17, Block 1 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$39,860.00	\$49.93
WI032339	12/29/2022	County Of Kandiyohi 2201 23rd St NE	95-901-0500	Alteration Commercial Add/Alter	Interior Remodel for Kandiyohi Jail	\$265,500.00	\$2,279.31
WI032340	12/5/2022	Cah Leasing, LLC 909 Business 71 N	95-911-0510	Fire Suppression System Commercial Add/Alter	Fire Suppression for Commercial Cooking Hood	\$5,700.00	\$115.10
WI032342	12/7/2022	Schulstad/John C & Janice A 3228 Eagle Ridge Dr W	95-149-0210 Lot 2, Block 1 Eagles Landing Twin Addition	Single Family Replace	Gas Furnace Replacement	\$5,975.00	\$31.00

## City of Willmar

### Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI032343	12/13/2022	Isdahl/Leonard & Alice 3310 Eagle Ridge Dr W	95-149-0110 Lot 2, Block 1 Eagles Landing Twin Addition	Single Family Replace	Water Heater Replacement	\$1,600.00	\$26.00
WI032344	12/13/2022	Isdahl/Leonard & Alice 3310 Eagle Ridge Dr W	95-149-0110 Lot 2, Block 1 Eagles Landing Twin Addition	Single Family Replace	Gas Furnace Replacement	\$4,600.00	\$31.00
WI032345	12/7/2022	Gonzalez/Santiago/Jr & Phaedra 936 6th St SE	95-250-1810 Block 8 Glarum's Addition To Willmar	Single Family Replace	Water Heater Replacement	\$1,300.00	\$26.00
WI032346	12/13/2022	Thompson/Cori A 1004 14th Ave SE	95-671-0110 Lot 1, Block 2 Pleasant View Second Addition	Single Family Replace	Gas Furnace Replacement & Water Heater Replacement	\$5,524.00	\$56.00
WI032347	12/12/2022	Epr Rasmussen, LLC 1212 11th St SE	95-670-0670 Lot 17, Block 3 Pleasant View Addition	Reroofing Residential Add/Alter	Residential Reroof	\$20,256.00	\$40.13
WI032348	12/12/2022	MacLennan/Brian C & Carmen R 3101 Eagle Ridge Dr W	95-148-1570 Lot 7, Block 5 Eagles Landing	Reroofing Residential Add/Alter	Residential Reroof	\$27,737.00	\$43.87
WI032349	12/12/2022	Newberg/Jeff & Taylor Leigh 409 26th Ave SW	95-683-0780 Lot 28, Block 5 Portland Acres 3rd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$12,791.00	\$36.40
WI032351	12/15/2022	Kandiyohi County H&R Auth 300 7th St NW	95-440-0050 Lake Front Addition	Window Replacement Commercial Add/Alter	Exterior Window and Storefront Replacement	\$1,500,000.00	\$8,684.06
WI032352	12/16/2022	Besser/Heather/&Craig Schwartz 1107 16th St SW	95-042-0350 Block 1 Barnstad's Second Addition	Single Family Replace	Gas Furnace Replacement	\$5,553.00	\$31.00
WI032353	12/16/2022	Anderson/Denis B & Sandra K 3213 Eagle Ridge Dr E	95-148-0230 Block 1 Eagles Landing	Single Family Replace	Gas Furnace Replacement	\$4,986.00	\$31.00



Issued Dates: 12/1/2022 to 12/31/2022  
 Report Name: Monthly External Permits Report  
 Permit Type(s): Building, Mechanical, Plumbing

## City of Willmar

### Monthly External Permits Report

Printed: 1/5/2023  
 Page: 3

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI032354	12/16/2022	Community Land Trust LLC 1704 22nd Ave SW	95-868-0720 Lot 3, Block 1 Westwind Estates	Single Family Replace	Gas Furnace Replacement	\$3,650.00	\$31.00
WI032355	12/20/2022	Moser/David C 712 14th St SW	95-070-0130 Lot 3 Bonham's Subdivision	Single Family Replace	Gas Furnace Replacement	\$4,700.00	\$31.00
WI032356	12/20/2022	Ulloa/Tony 1604 8th St SW	95-664-0260 Lot 6, Block 2 Perkins 4th Addition	Single Family Replace	Gas Furnace Replacement	\$7,000.00	\$31.00
WI032357	12/29/2022	Lieser/Denise 1105 14th Ave SE	95-672-0100 Lot 10, Block 1 Pleasant View	Single Family Replace	Gas Furnace Replacement	\$4,475.00	\$31.00
WI032358	12/29/2022	Legacy Group Development, LLC 602 1st St S	95-006-1460 Block 67 First Addition To The Town Of Willmar	New Commercial New	Tenant Finish Boutique Store	\$59,000.00	\$1,070.65
WI032364	12/29/2022	Oakleaf/Chad W & Kristy A 1001 15th Ave NW	95-560-0170 Block 1 Northwood Estates	Addition Residential Add/Alter	Wood foundation permit only for garage addition	\$15,000.00	\$378.34
WI032366	12/29/2022	Bremseth/Debra K 912 Gorton Ave NW	95-003-0330 Block 3 Willmar, Town Of (Original)	Single Family Replace	Gas Furnace Replacement	\$3,250.00	\$31.00
WI032367	12/29/2022	Parker/Ilene H 617 12th St SW	95-006-5590 Lot 10, Block 99 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$4,700.00	\$31.00
WI032369	12/29/2022	Foundation Investments 805 4th St SW	95-280-0930 Lot 13, Block 5 Hanson's Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$5,813.00	\$31.00

Count: 31

Totals: \$2,239,106.00 \$15,648.60

Year-to-Date Summary (1/1/2022 through 12/31/2022)

Count: 1,292

YTD Totals: \$89,764,029.00 \$662,738.02



## City of Willmar

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### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	13.A.
<b>Agenda Section:</b>	Public Hearing:	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	Jill Bengtson
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jill Bengtson
<b>Item:</b>	2019 Small Cities Development Program - Project Status and Community Comment		

#### RECOMMENDED ACTION:

#### OVERVIEW:

#### BUDGETARY/FISCAL ISSUES:

#### ATTACHMENTS:

1. 2nd 2019 SCDP Public Hearing Power Point 01-09-2023

# 2019 SMALL CITIES DEVELOPMENT PROGRAM

Willmar City Council Meeting  
January 09, 2023

2<sup>nd</sup> Public Hearing - Project Status and Community Comment

# HISTORY

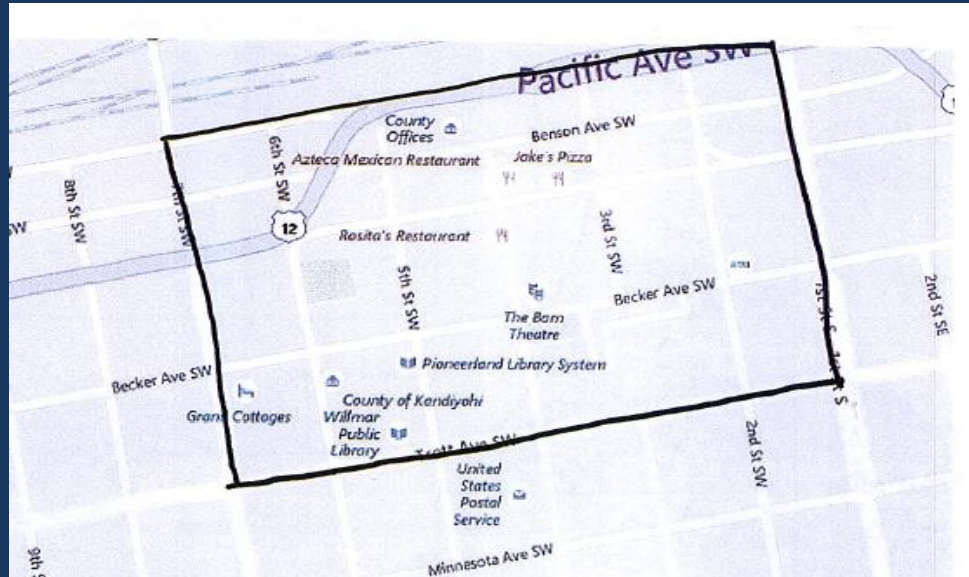
The Minnesota Department of Employment and Economic Development (DEED) awarded HUD 2019 Small Cities Development Program funding to The City of Willmar in the amount of \$1,000,000 to implement a streetscape project and multi-family rehab project within the community.

During project implementation, the City is required to conduct a public hearing to receive an update on the status of activities and allow public comment.

# Project Financing

<u>Activity</u>	<u>SCDP Funds</u>	<u>Leverage Sources</u>	<u>Total Costs</u>
Streetscape - Downtown	\$400,000	\$30,000 Minnesota Main Street , \$161,600 City of Willmar, \$300,000 Willmar Municipal Utilities	\$891,600
Multi-Family Rehab - Lakeview Apartments - 127 units	\$600,000	\$747,000 Minnesota Housing, \$927,745 HRA HUD Capital Funds, \$1,445,000 HRA Reserves	\$3,719,745
TOTAL	\$1,000,000	\$3,611,345	\$4,611,345

# Streetscape Activity



## Activity Area:

Streetscape activities will occur in an area bounded by Pacific Avenue on the north, First Street on the east, Trott Avenue on the south, 7<sup>th</sup> Street on the west.

Portable structures will be installed at three intersections to serve as bump-outs. Planters, benches, bike racks and trees will be installed at several locations in the downtown. Planter benches will be made of concrete with wood tops. The planter benches and trees will be placed in the street to serve as “parklettes” and will replace several parking places.

A street clock will be installed near the intersection of 4<sup>th</sup> and Litchfield Avenue to resemble a clock once located there in the early 1900's. The clock will be inscribed with the words “Diamonds & Jewelry” just as the 1900's clock was inscribed. The original clock was installed by Anderson Jewelers based on information received from the Kandiyohi County Historical Society. Anderson Jewelers operated from 1892-1944.

## Portable Bump Outs: 5<sup>th</sup> Street & Litchfield Avenue

### 5th and Litchfield Bumpouts



Dimensions: 52" L x  
52" W x 18" H

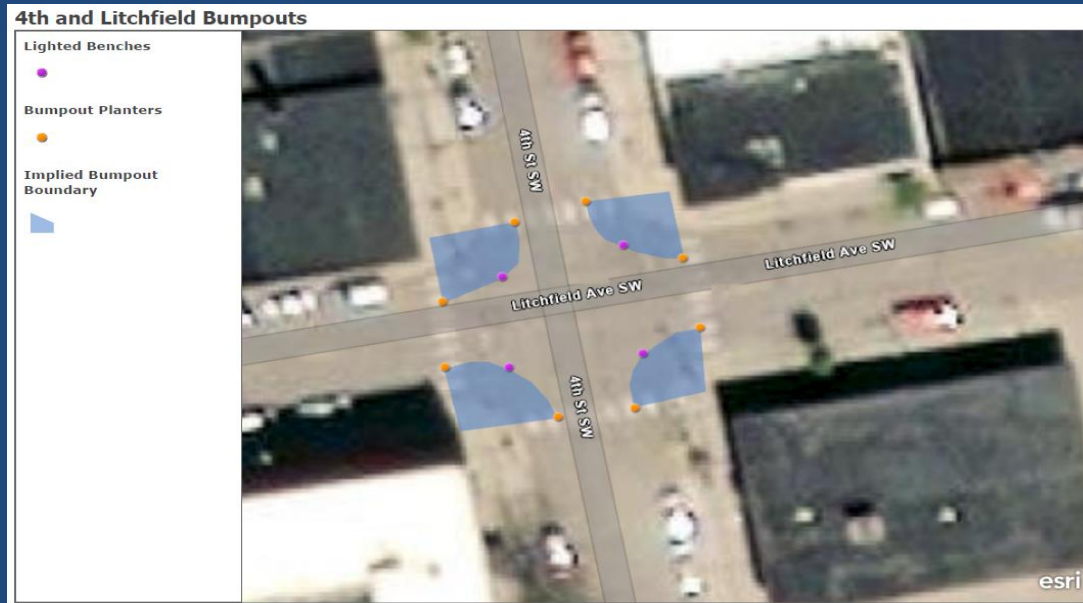


Dimensions: 36" Dia x 24" H



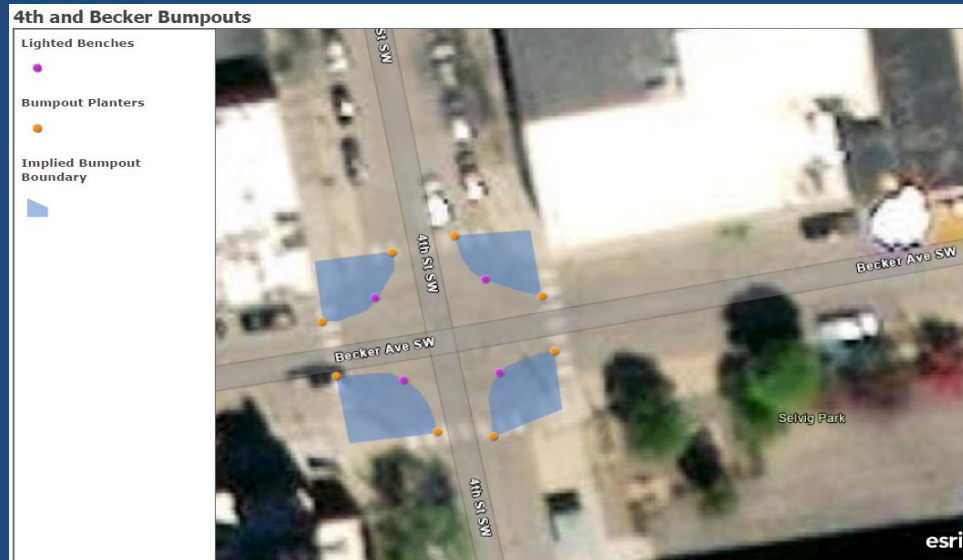


## 4th Street & Litchfield Avenue





## 4<sup>th</sup> Street & Becker Avenue



## 215 4<sup>th</sup> Street SW, Willmar



Elm Tree



Dimensions: 97"L x 48"W x 22"H



313 4<sup>th</sup> Street SW, Willmar



414 Litchfield Avenue SW, Willmar



Dimensions: 97"L x 48"W x 22"H



## 324 5<sup>th</sup> Street SW, Willmar

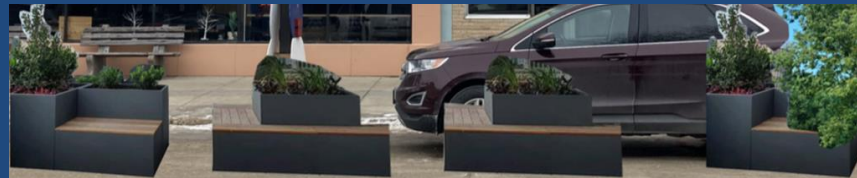


Dimensions: 100"L x 41"W x 18H



Dimensions: 123 ½"L x 22 58"W x 41" H

407 Litchfield Ave SW



Custom

Dimensions: 97"L x 48"W x 22"H



# Street Clock



Figure 5: 4th and Litchfield facing north, towards the west side of 4<sup>th</sup>. The historic tower clock stands on the sidewalk. Circa 1916.



# Multi-Family Rental Rehab



The Rental Housing Acquisition/Rehab activity will provide the Kandiyohi County Housing and Redevelopment Authority a \$600,000, 0%, 5-year deferred forgivable SCDP loan to assist rehabbing the 127-unit Lakeview Apartments located at 300 7<sup>th</sup> Street. Rehab activities will include replacing all windows, exterior doors, metal flashing at concrete panel seams, replace air conditioner grilles, applying a protective coating over the exterior concrete surface and asbestos abatement.

Project One Construction has been selected as the General Contractor for the project and work will begin Spring 2023.



# Fair Housing Requirements

The Small Cities Development Program is implemented in accordance with the Federal Fair Housing Law which states:

**It is illegal to Discriminate Against Any Person  
Because of Race, Color, Religion, Sex,  
Handicap, Familial Status, or National Origin**

- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing
- In the provision of real estate brokerage services
- In the appraisal of housing

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

[www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)

U.S. Department of Housing and Urban Development  
Assistant Secretary for Fair Housing and  
Equal Opportunity  
Washington, D.C. 20410

Thank you to the  
Minnesota Department  
of  
Employment and Economic Development  
for making  
these community projects possible.

**A RESOLUTION APPROVING AN ADMINISTRATIVE AGREEMENT FOR THE 2019 SMALL CITIES DEVELOPMENT PROGRAM**

**WHEREAS**, the Kandiyohi County HRA submitted an application on behalf of the City of Willmar, Minnesota for a Minnesota Department of Employment and Economic Development (DEED) 2019 Small Cities Development Program;

**WHEREAS**, the Department of Employment and Economic Development has approved the City of Willmar's application and entered into a contract with the City for 2019 Small Cities Development Program Funds;

**NOW THEREFORE BE IT RESOLVED** that the City of Willmar hereby approves the *Administrative Agreement By and Between the City of Willmar, Minnesota and the Kandiyohi County Housing and Redevelopment Authority For Implementation of the 2019 Willmar Small Cities Development Program* hereto attached; and

**BE IT FURTHER RESOLVED** that the Mayor and the City Administrator of the City of Willmar, Minnesota are hereby authorized to execute said agreement approved this 9<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY ADMINISTRATOR



## City of Willmar

### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	14.A.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Jill Bengston, HRA Executive Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Jill Bengston, HRA Executive Director
<b>Item:</b>	Consider releasing the Willmar HRA from its past grant revolving funds administration and entering into a contract with the Kandiyohi County HRA to manage the funds.		

#### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to approve Resolution \_\_\_\_ to terminate any previous agreements with the Willmar Housing and Redevelopment Authority for managing any revolving funds from previous Small Cities Development Programs from grant years 2012 or prior and entering into an Agreement with the Kandiyohi County Housing and Redevelopment Authority to manage the funds.

#### OVERVIEW:

The City of Willmar entered into Administrative Agreements with the Willmar Housing and Redevelopment Authority to administer Small Cities Grant Program funds that were awarded to the City in program funding years 2012 and prior. The Agreements made the Willmar HRA responsible for ongoing annual reporting of revolving funds to the Department of Employment and Economic Development. As the Willmar HRA and Kandiyohi County HRA continue to move previous activities and contracts from the Willmar HRA to the Kandiyohi County HRA, we are requesting the Council approve ending all past SCDP Administrative Agreements with the Willmar HRA and enter into an Agreement with the Kandiyohi County HRA to administer revolving funds from SCDP Grant Year 2012 or prior.

#### Alternatives to Consider:

Decline the request. Under this alternative, the Willmar HRA would continue to manage the funds.

#### BUDGETARY/FISCAL ISSUES:

#### ATTACHMENTS:

1. Ending Willmar HRA SCDP Administrative Duties

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO TERMINATE ANY PREVIOUS AGREEMENTS WITH THE WILLMAR HOUSING AND REDEVELOPMENT AUTHORITY FOR MANAGING ANY SMALL CITIES DEVELOPMENT PROGRAM REVOLVING FUNDS FROM GRANT YEARS 2012 OR PRIOR AND ENTERING INTO AN AGREEMENT WITH THE KANDIYOHI COUNTY HOUSING AND REDEVELOPMENT AUTHORITY TO MANAGE THE FUNDS.**

**WHEREAS**, the Willmar Housing and Redevelopment Authority submitted Small Cities Development Program applications on behalf of the City of Willmar, Minnesota to the Minnesota Department of Employment and Economic Development (DEED) in years 2012 and prior;

**WHEREAS**, the City of Willmar and the Willmar Housing and Redevelopment Authority entered into Administrative Agreements for the Willmar Housing and Redevelopment Authority to administer the SCDP funds on behalf of the City of Willmar;

**WHEREAS**, businesses and homeowners are required to repay loans received through Small Cities Development Programs when the loan recipients do not comply with the loan terms thus creating a revolving fund for future activities;

**WHEREAS**, the Willmar Housing and Redevelopment Authority administers a revolving fund with a 12/31/2022 balance of \$ \$241,750.38

**WHEREAS**, the Willmar Housing and Redevelopment Authority and the Kandiyohi County Housing and Redevelopment Authority continue to transfer programs and activities from the Willmar HRA to the Kandiyohi County HRA for administrative efficiency purposes and the future dissolution of the Willmar Housing and Redevelopment Authority;

**WHEREAS**, the Kandiyohi County Housing and Redevelopment Authority desires to administer the past Small Cities Development Program funds on behalf of the City of Willmar,

**NOW THEREFORE BE IT RESOLVED** that the City of Willmar hereby approves terminating all previous Administrative Agreements Between the City of Willmar, Minnesota and the Willmar Housing and Redevelopment Authority for administering any Small Cities Development Program revolving funds received by the City of Willmar from funding year 2012 or prior and approves entering into an Administrative Agreement with the Kandiyohi County Housing and Redevelopment Authority as hereto attached for revolving funds administration;

**BE IT FURTHER RESOLVED** that the Mayor and the City Administrator of the City of Willmar, Minnesota are hereby authorized to execute said agreement approved this 9<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY ADMINISTRATOR

**ADMINISTRATIVE AGREEMENT BY AND BETWEEN**

**CITY OF WILLMAR, MINNESOTA  
AND  
KANDIYOHI COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
FOR ADMINISTRATION OF WILLMAR SMALL CITIES DEVELOPMENT PROGRAM (SCDP)  
REVOLVING FUNDS FOR SCDP FUNDING RECEIVED IN 2012 OR PRIOR YEARS**

THIS AGREEMENT is between the City of Willmar, Minnesota, hereinafter referred to as the “City”, and the Kandiyohi County Housing and Redevelopment Authority, hereinafter referred to as the “HRA”.

WHEREAS, the City has been awarded Small Cities Development Program funding from the Department of Employment and Economic Development, hereinafter referred to as “DEED”, in grant years 2012 or prior;

WHEREAS, loans made from grant proceeds to business and home owners have been repaid and created a revolving fund for future uses within the City;

WHEREAS, the City desires to enter into an Agreement with the Kandiyohi County HRA to administer the revolving fund,

NOW THEREFORE, the City and the HRA agree to the covenants and agreements contained herein as follows:

1. The term of this Agreement shall be begin on January 9, 2023 and will continue through January 8, 2028 at which time the Agreement will renew in perpetual five-year increments or until terminated by either party. Either party may terminate this Agreement for any reason or no reason by giving the other party sixty (60) days prior written notice.
2. Kandiyohi County HRA Duties  
The HRA agrees to act as the administrative agent for the City and to perform the following services:
  - A. Oversee the collection, deposit and disbursement of funds. Funds are to be disbursed for the same purposes as the funds were originally granted to the City by the Department of Employment and Economic Development under the Small Cities Development Program. The HRA shall follow all regulations governing DEED’s Small Cities Program in the administration of the revolving funds.
  - B. Develop all required policies for the fund and seek approval from the Department of Employment and Economic Development when requested by the City to use the funds for alternate purposes.
  - C. Prepare required environmental reviews.
  - D. For multi-family, commercial or homeowner rehab activities, prepare rehab plans, specifications, budget, application materials, marketing materials, loan documents and ensure the activity meets DEED’s funding regulations and requirements.
  - E. Perform Davis Bacon monitoring as required for each activity.
  - F. Prepare required annual program reports at the end of each federal fiscal year and submit to DEED.
  - G. Prepare an annual report at the end of each fiscal year for the City of Willmar noting revolving fund balances and uses.
  - H. Maintain file documentation for DEED monitoring review.
  - I. Abide by and promote all Fair Housing requirements during the grant timeframe.
  - J. The HRA shall be compensated from the revolving funds in an amount not to exceed 15% of any disbursement from the revolving funds for a rental, business or home owner loan amount when a loan is executed. Loans shall be made between an owner and the

Kandiyohi County Housing and Redevelopment Authority. The HRA shall not be compensated at any other time other than when a loan is executed.

3. Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after proposed as an amendment in writing and duly signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

CITY OF WILLMAR

KANDIYOHİ COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY

BY: \_\_\_\_\_  
MAYOR

BY: \_\_\_\_\_  
CHAIR

ATTEST:

BY: \_\_\_\_\_  
CITY ADMINISTRATOR

BY: \_\_\_\_\_  
EXECUTIVE DIRECTOR



### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	14.B.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	Yes	<b>Prepared By:</b>	Kyle Box, City Operations Director
<b>Ordinance:</b>	No	<b>Presented By:</b>	Leslie Valiant, City Administrator
<b>Item:</b>	Consider ISCO, Inc. Mortgage Payoff of Business Subsidy Agreement		

**RECOMMENDED ACTION:**

Approve the resolution accepting payment from ISCO, Inc to pay off the business subsidy agreement mortgage of \$310,000 plus interest for Parcel No. 95-872-1130.

**OVERVIEW:**

ISCO, Inc., owner of parcel no. 95-872-1130, located in Willmar, Minnesota, totaling 5.93 acres, would like to pay off the mortgage of \$310,000 plus interest in order to remove any obligations with the City of Willmar under the current Business Subsidy Agreement. The property owner would like the Council to approve this action in order to complete the sale to CNH Industrial America, LLC.

In 2017, ISCO, Inc. entered into a Business Subsidy Agreement for the purchase of 5.93 acres under the City's Industrial Land Pricing Write-Down Policy. A business subsidy of \$310,000 was agreed to.

**BUDGETARY/FISCAL ISSUES:**

\$310,000 plus Interest

**ATTACHMENTS:**

1. ISCO Resolution
2. ISCO Payment Letter
3. ISCO Business Subsidy Agreement



**CITY OF WILLMAR**  
**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,  
MINNESOTA GRANTING CONSENT TO SALE OF PROPERTY UPON REPAYMENT OF  
BUSINESS SUBSIDY

**WHEREAS**, the City of Willmar (the “City”) is in receipt of the Notice letter dated December 22, 2022, on behalf of ISCO, INC (“ISCO”), communicating ISCO’s intent to convey real property (the “Property”), legally described in Exhibit A, to CNH Industrial America, LLC (“CNH”) and concerning covenants applicable to agreements between ISCO and the City; and

**WHEREAS**, pursuant to Minn. Stat. Section 469.185, the City is authorized to convey property in order to stimulate economic development, promote industry, increase the City’s tax base, and provide new and additional employment opportunities for the citizens of Willmar; and

**WHEREAS**, on May 17, 2016, the City executed a Commercial Property Purchase Agreement (the “Purchase Agreement”), attached hereto as Exhibit B, conveying the Property to ISCO with a total purchase price of \$322,807.50 subject to reduction in accordance with the City’s Industrial Land Pricing Write-Down Policy then in effect (the “Policy”) as specified in the corresponding Business Subsidy Agreement; and

**WHEREAS**, on June 26, 2017, ISCO and the City entered into the Business Subsidy Agreement (the “Subsidy Agreement”), attached hereto as Exhibit C, in which ISCO affirmed its intent to significantly expand and intensify its existing manufacturing operations on the development property as defined in the Subsidy Agreement, including the Property, and agreed to create and maintain jobs for the City; and

**WHEREAS**, the Subsidy Agreement resulted in a reduction of the market value purchase price of \$310,000.00 for ISCO’s purchase of the Property which constitutes a business subsidy under Minnesota Statutes 116J.993 through 11J.995; and

**WHEREAS**, under the Subsidy Agreement, ISCO agreed to repay the entirety of the subsidy to the City, plus interest, in the event that the obligations therein are not met and to report its progress until its obligations are fully satisfied or until the date the subsidy is repaid; and

**WHEREAS**, the City has not received any reports of either construction on the Property or any reports providing that any jobs have been created to date; and

**WHEREAS**, ISCO executed a promissory note on January 12, 2018 agreeing to pay the City the principal sum of \$310,000.000, plus interest and reasonable attorney’s fees, in the event that ISCO does not meet its obligations under the Subsidy Agreement; and

**WHEREAS**, ISCO granted a mortgage on January 12, 2018 in favor of the City, securing performance of ISCO’s obligations as defined in the Subsidy Agreement, repayment of

the debt evidenced by the promissory note, and the performance of ISCO's covenants and agreements under the mortgage and promissory note; and

**WHEREAS**, the Property is subject to the City's right to repurchase as defined in that Certain Willmar Industrial Park Third Addition and Willmar Industrial Park Fourth Addition Protective Covenants dated April 25, 2016 and recorded in the Office of the Kandiyohi County Recorder on April 27, 2016 as Document No. 634517 (the "Protective Covenants"); and

**WHEREAS**, the City is in receipt of ISCO's letter and proposal, dated January 5, 2023, requesting permission to convey the Property to CNH and satisfy the existing mortgage in favor of the City securing the original amount of \$310,000.00, thereby repaying the subsidy in accordance with terms of the Subsidy Agreement; and

**WHEREAS**, the City Council has reviewed ISCO's proposal and agrees to grant its consent to ISCO's conveyance of the Property to CNH upon repayment of the principal sum of \$310,000.00 plus interest and reasonable attorney's fees, all pursuant to the Subsidy Agreement; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Willmar that:

1. The City Council hereby consents to the conveyance of the Property upon receipt of ISCO's payment of the principal sum plus accrued interest and attorney's fees owing under the Subsidy Agreement.
2. The City Council hereby waives its right to repurchase the Property pursuant to the Protective Covenants upon receipt of ISCO's payment of the principal sum plus accrued interest and attorney's fees owing under the Subsidy Agreement.
3. The City Council hereby authorizes the Mayor and/or City Administrator, as applicable, to sign any and all documents necessary or convenient to effectuate the City's consent to ISCO's conveyance of the Property to CNH upon receipt of ISCO's payment of the principal sum plus accrued interest and attorney's fees owing under the Subsidy Agreement.

Adopted by the City Council of the City of Willmar on Monday, January 9, 2023.

Approved:

---

Mayor

Attested:

---

City Clerk

## **EXHIBIT A**

### **LEGAL DESCRIPTION**

Lot 4, Block 2, Willmar Industrial Park Third Addition to the City of Willmar, Section 17, Township 119 N. Range 35 W. in the City of Willmar, County of Kandiyohi, State of Minnesota, according to the plat on file and of record in the office of the County Recorder of Kandiyohi County, Minnesota.

**EXHIBIT B**  
**COMMERCIAL PROPERTY PURCHASE AGREEMENT**

**EXHIBIT C**  
**BUSINESS SUBSIDY AGREEMENT**



ISCO, Inc.

Marat Nogerov  
President  
1260 Clarence Avenue  
Winnipeg, Manitoba Canada R3T 1T2

Telephone: (204) 661-8711  
Fax: (204) 654-2503  
E-mail: [mnogerov@buhlerindustries.com](mailto:mnogerov@buhlerindustries.com)  
[www.buhlerindustries.com](http://www.buhlerindustries.com)

Ms. Leslie Valiant  
City Administrator  
City of Willmar  
333 Southwest 6<sup>th</sup> Street  
Willmar, Minnesota 56201

January 5, 2023

RE: Promissory Note \$310,000, Parcel 95-872-1130

Dear Ms. Valiant,

ISCO, Inc., owner of the property located in Willmar, Kandiyohi County, Minnesota, totaling 5.93 acres would like to payout the mortgage of \$310,000 plus interest in order to remove any obligations with the City of Willmar. Upon receipt of the amount owing, we will wire funds. We would like this to be reviewed and approved at the next City Council meeting in order for us to complete the sale to CNH Industrial America, LLC.

We appreciated working with the City of Willmar and enjoyed many years of business in Willmar. Unfortunately, due to a change in plans we are unable to continue the operations in Willmar.

Thank you for your assistance.

Sincerely,

---

Marat Nogerov  
President  
ISCO, Inc.

BUSINESS SUBSIDY AGREEMENT

BY AND BETWEEN

CITY OF WILLMAR, MINNESOTA

AND

ISCO, INC.



## BUSINESS SUBSIDY AGREEMENT

THIS AGREEMENT is made as of the 26<sup>th</sup> day of June, 2017, by and among the City of Willmar, Minnesota, a Minnesota municipal corporation (the "City"), and ISCO, INC., a corporation organized under the laws of Tennessee (the "Developer").

### WITNESSETH:

WHEREAS, the Developer owns certain real estate located in the City of Willmar, Kandiyohi County, Minnesota, totaling approximately 14.61 acres (636,412 square feet) in size, identified as Parcel No. 95-870-0300 and 95-870-0305 by the Office of the Kandiyohi County Auditor, on which BUHLER VERSATILE USA INC., a South Dakota corporation and an affiliate of the Developer, operates an agricultural equipment manufacturing facility (the "Developer's Property"); and

WHEREAS, the City owns certain real estate abutting the Developer's Property to the south in the City of Willmar, Kandiyohi County, Minnesota, totaling 5.93 acres (258,246 square feet) in size, identified as Parcel No. 95-872-1130 by the Office of the Kandiyohi County Auditor, and as legally described on the attached Exhibit A (the "City Property") (collectively, the Developer's Property and the contiguous City Property are referred to herein as the "Development Property"); and

WHEREAS, the City is authorized to convey property in order to, among other things, stimulate economic development, promote industry, increase the City's tax base, and provide new and additional employment opportunities for the citizens of Willmar pursuant to Minnesota Statutes, Section 469.185; and

WHEREAS, the Developer has entered into a purchase agreement with the City (the "Purchase Agreement") pursuant to which it will purchase the City Property from the City; and

WHEREAS, the Developer intends to significantly expand and intensify its existing manufacturing operations on the Development Property, including the eventual construction of a storage and parts facility on the City Property to support BUHLER VERSATILE USA INC.'S existing agricultural equipment manufacturing facility on the Developer's Property (the "Project"); and

WHEREAS, the City has adopted an Industrial Land Pricing Write-Down Policy in order to stimulate and assist economic development projects by reducing the sale price of City-owned industrial properties, the application of which to the Developer's purchase of the Development Property pursuant to the Purchase Agreement is anticipated to result in a reduction of the market value purchase price for such conveyance of \$310,000, which constitutes a business subsidy such that the requirements of the Business Subsidy Law, Minnesota Statutes, Sections 116J.993 through 116J.995, apply to this Agreement; and

Developer's Property means Kandiyohi County Parcel No. 95-870-0300, in the City of Willmar, as legally described on the attached Exhibit B.

Development Property means the City Property together with the contiguous Developer's Property.

Event of Default means any of the events described in Section 4.1.

Project means the Developer's expansion and intensification of its existing manufacturing operations on the Development Property, including the eventual construction of a storage and parts facility on the City Property to support Buhler Versatile USA INC.'s existing agricultural equipment manufacturing facility on the contiguous Developer's Property.

Project Plans means all submissions required by the City Ordinances, or this Agreement with respect to the Project and all plans, drawings, plats and related documents for the construction of the Project, approved by the City and Developer, irrespective of whether the Developer's and/or the City's final approval of any such documents occurs before or after the execution and delivery of this Agreement.

Purchase Agreement means that certain Commercial Property Purchase Agreement between the Developer and the City dated \_\_\_\_\_, \_\_\_\_.

State means the State of Minnesota.

Subsidy means the assistance provided by the City to the Developer under this Agreement and the Purchase Agreement, in the form of a reduction to the market value purchase price for the Developer's purchase of the Development Property from the City, calculated by applying the City's Industrial Land Write-Down Policy, with a total value of up to \$310,000.

## ARTICLE II

### REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations and Warranties of the City. The City makes the following representations and warranties:

(1) The City is a municipal corporation organized under the laws of the State and has the power to enter into this Agreement and carry out its obligations hereunder.

(2) The City's Industrial Land Write-Down Policy was adopted pursuant to the City's authority to convey property in order to, among other things, stimulate economic development, promote industry, increase the City's tax base, and provide new and additional employment opportunities for the citizens of Willmar pursuant to

results in a breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(8) The Developer will cooperate fully with the City with respect to any litigation commenced with respect to the project, but only to the extent that the City and the Developer are not adverse parties to the litigation.

(9) The Developer will cooperate fully with the City in resolution of any traffic, drainage, utility, parking, trash removal or public safety problems which may arise in connection with the construction and operation of the Project.

### ARTICLE III

#### UNDERTAKINGS BY DEVELOPER AND CITY

##### Section 3.1 Construction of Project.

(1) The costs of the construction of the Project shall be paid by the Developer. The Developer will construct the Project in a good and workmanlike manner in accordance with the Project Plans and at all times prior to the termination of this Agreement will operate and maintain, preserve and keep the Project or cause the Project to be maintained, preserved and kept with the appurtenances and every part and parcel thereof, in good repair and condition.

(2) The City's financial support of the Project shall be limited to providing the Subsidy at the time of closing on the Developer's acquisition of the Development Property from the City pursuant to the Purchase Agreement.

Section 3.2 Limitations on Undertaking of the City. The City shall have no obligation to reimburse the Developer for the costs of the Project under any circumstances, and expressly reserves its right to recover the value of the Subsidy or a portion thereof if the City, at any time or times during the term of this Agreement, is entitled under Section 4.2 to exercise any of the remedies set forth therein as a result of an Event of Default which has not cured.

##### Section 3.3 Completion of Construction.

The Developer shall complete all work with respect to the Project to be in conformity with the Project Plans as submitted by the Developer and approved by the City.

Nothing in this Agreement shall be deemed to impair or limit any of the City's rights or responsibilities under its zoning laws or construction permit processes.

the Development Property determined by any tax official to be applicable to the Project or the Developer or raise the unconstitutionality of any such tax statute as a defense in any proceeding, including delinquent tax proceeding with respect to the Development Property; provided, however, "tax statute" does not include any local ordinance or resolution levying a tax;

(3) It will not seek any tax deferral or abatement, either presently or prospectively authorized under Minnesota Statutes, Sections 469.1812—.1815, or any other State or federal law, of the ad valorem property taxation of the Development Property so long as this Agreement remains in effect.

### Section 3.8 Business Subsidies Act.

(1) In order to satisfy the provisions of Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidies Act"), the Developer acknowledges and agrees that the amount of the Subsidy granted to the Developer under this Agreement is needed because the Project is not sufficiently feasible for the Developer to undertake without the Subsidy. The public purpose of the Subsidy is to develop new jobs, increase and modernize the industrial building facilities available in the City, and increase the tax base in the City. The Developer agrees that it will meet the following goals (the "Goals"):

- (a) To create a minimum of 22 full-time equivalent jobs on the Development Property by no later than two years after the Benefit Date.
- (b) To create a minimum total of 31 full-time equivalent jobs (inclusive of the 22 jobs to be created under subparagraph (a) above) on the Development Property by June 1, 2020, and to maintain at least this number of full-time equivalent jobs on the Development Property for a minimum period of five years thereafter.
- (c) For each full-time equivalent job added and maintained pursuant to subparagraph (a) above, to pay a wage that with benefits, exceeds the minimum hourly wage required for qualification for job creation or retention goals in the City's Business Subsidy Policy, as the same may be amended.

(2) If the Goals are not met, the Developer agrees to repay all or a part of the Subsidy to the City, plus interest ("Interest") set at the implicit price deflator defined in Minnesota Statutes, Section 275.70, subdivision 2, accruing from and after the Benefit Date, compounded semiannually. If the Goals are met in part, the Developer will repay a portion of the Business Subsidy (plus Interest) determined by multiplying the Business Subsidy by a fraction in proportion to the level of the Developer's partial satisfaction of the Goals.

(3) The Developer agrees to (i) report its progress on achieving the Goals to the City until the Goals are fully satisfied or, if the Goals are not met, until the date the Subsidy is repaid, (ii) include in the report the information required in Subdivision 7 of

laws, and such adjudication, order or decree shall not be vacated or set aside or stayed within sixty (60) days from the date of entry thereof.

(6) If the Developer is in default under any mortgage and has not entered into a workout agreement with the Mortgagee within sixty (60) days after such default

Section 4.2 Remedies on Default. Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the City, as specified below, in addition to any other remedies or rights given the City under this Agreement, after the giving of 30 days' written notice to the Developer citing with specificity the item or items of default and notifying the Developer that it has 30 days within which to cure said Event of Default, may take any one or more of the following actions:

(1) The City may suspend its performance under this Agreement, including the payment of any Tax Abatement, until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under this Agreement.

(2) The City may cancel and rescind the Agreement.

(3) The City may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement; provided that any exercise by the City of its rights or remedies hereunder shall always be subject to and limited by, and shall not defeat, render invalid or limit in any way the lien of any mortgage authorized by this Agreement; and provided further that should any Mortgagee succeed by foreclosure of the mortgage or deed in lieu thereof in respect to the Developer's interest in the Development Property, the Mortgagee shall, notwithstanding the foregoing, be obligated to perform the obligations of the Developer to complete construction of the Project described and in the manner required hereunder, but only to the extent that the same have not theretofore been performed by the Developer.

(4) The City may withhold any certificate or permit required hereunder.

The notice of an Event of Default required in this Section shall be effective on the date mailed or hand delivered to the Developer.

Section 4.3 No Remedy Exclusive. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. Except as expressly set forth herein, it shall not be necessary

(4) All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be the covenants, stipulations, promises, agreements and obligations of the City and not of any officer, agent, servant, employee or any members of the City Council, planning commission and other board or commission of the City in the individual capacity thereof.

(5) The Developer is not an agent of the City and this Agreement shall not be construed as creating a joint venture, partnership or other joint arrangement between the Developer and the City relating to the Project.

## ARTICLE V

### ADDITIONAL PROVISIONS

Section 5.1 Conflicts of Interest/No Personal Liability. No member of the governing body or other official or employee of the City shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the City shall be personally liable to the Developer in the event of any default or breach by the City or for any amount that may become due to the Developer for any obligations under the terms of this Agreement.

Section 5.2. Non-Discrimination. Developer shall not violate any law applicable to it with respect to civil rights and non-discrimination including, without limitation, Minnesota Statutes, Section 181.59.

Section 5.3. No Merger. None of the provisions of this Agreement are intended to be or shall be merged by reason of any deed transferring any interest in any part of the Development Property and any such deed shall not be deemed to affect or impair the provisions of this Agreement.

Section 5.4. Cleanup. The Developer shall promptly clear or cause to be cleared from the Development Property and any public streets or property, any soil, earth or debris or unnecessary personal property or equipment resulting from construction work by the Developer or its agents or assigns. If Developer fails to do so within two (2) business days of receipt of telephone or personally delivered personal notice from the City, the City shall be entitled to undertake such corrective action as it deems necessary and to charge the Developer for the cost of such corrective action. This remedy is in addition to any other remedy available to the City hereunder. Developer's failure to pay such charges when billed by the City shall be an additional Event of Default under this Agreement.

may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Developer and involve transactions relating to this Agreement. The Developer agrees to maintain these records for a period of six years from the date of termination of this Agreement.

Section 5.11 Data Practices. The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*

Section 5.12. Rules of Interpretation.

(1) Governing Law. This Agreement shall be interpreted in accordance with and governed by the laws of the State of Minnesota.

(2) Includes Entire Agreement. The words "herein" and "hereof" and words of similar import, without reference to any particular section or subdivision refer to this Agreement as a whole rather than any particular section or subdivision hereof.

(3) Original Sections. References herein to any particular article, section or paragraph hereof are to the section or subdivision of this Agreement as originally executed.

(4) Headings. Any headings, captions, or titles of the several parts, articles, sections, and paragraphs of this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of its provision.

(5) Conflict Between Agreements. In the event of any conflict between the terms, conditions and provisions of this Agreement and the terms, conditions and provisions of any other instrument, the terms, conditions and provisions of this Agreement shall control and take precedence.

(6) Entire Agreement. This Agreement including any Schedules and Exhibits hereto contain the entire agreement of the parties relating to the subject matter herein, and no other prior or contemporary agreements, oral or written, shall be binding upon the parties hereto.

(7) Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns as provided and as conditioned in this Agreement.

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Exhibit A  
Legal Description of City Property

Lot 4, Block 2, Willmar Industrial Park Third Addition to the City of Willmar, Section 17, Township 119 N. Range 35 W. in the City of Willmar, County of Kandiyohi, State of Minnesota, according to the plat on file and of record in the office of the County Recorder of Kandiyohi County, Minnesota.





### City Council Action Request

<b>Council Meeting Date:</b>	January 9, 2023	<b>Agenda Item Number:</b>	14.C.
<b>Agenda Section:</b>	Regular Business	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	No	<b>Prepared By:</b>	Leslie Valiant, City Administrator
<b>Ordinance:</b>	No	<b>Presented By:</b>	Robert Scott
<b>Item:</b>	Licensing Agreement with Jason Butler - City Line Towing		

**RECOMMENDED ACTION:**

**OVERVIEW:**

City Staff and City Attorney will provide background information during the meeting.

**BUDGETARY/FISCAL ISSUES:**

**ATTACHMENTS:**

1. Terminable License Agreement with City Line Towing Company

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT (“Agreement”) made this \_\_\_\_\_ day of \_\_\_\_\_, 2023 (the “effective date”), by and between the City of Willmar, a municipal corporation under the laws of the State of Minnesota (“Licensor”), and City Line Towing Sales and Service LLC, a Minnesota limited liability company (“Licensee”), (collectively the “parties”).

WITNESSETH:

WHEREAS, the Licensee desires to utilize real property owned by Licensor beneath the 1<sup>st</sup> Street South bridge between Pacific Ave SE to the north and Benson Ave SW to the south, as depicted on Exhibit A attached hereto and incorporated herein by reference (the “Licensed Premises”), for purposes of parking vehicles and accessing the properties immediately to the east and west of the Licensed Premises on which Licensee operates its towing business that serves the Willmar community and surrounding region; and

WHEREAS, the Licensor is willing to permit such use of the Licensed Premises subject to the terms, covenants, and conditions contained herein.

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

1. **Grant of License.** Effective as of January 1, 2023, Licensor hereby grants to Licensee an exclusive (except for such rights contained herein as are reserved to the Licensor) terminable license to utilize the Licensed Premises for the purpose of parking vehicles and accessing the properties immediately to the east and west of the Licensed Premises on which Licensee operates its towing business and other uses incidental to such purpose.
2. **License Fee.** Licensee shall pay to the City, as and for the use of the Licensed Premises authorized by this Agreement, a license fee of Twenty Thousand Dollars (\$20,000.00) annually. The license fee shall be paid in full on or before the 31st day of January of each year during the term of this Agreement
3. **License Term.** This Agreement shall be in effect from January 1, 2023 until December 31, 2023, unless earlier terminated according to the provisions of this Section.

Notwithstanding the foregoing, this Agreement may be terminated; 1) by mutual agreement of the parties at any time; or 2) by either party for good and sufficient reasons by providing 180 days’ written notice of such termination to the other party. For purposes of this Agreement, “good and sufficient reasons” do not include the mere convenience of either party, but instead include reasons of a material nature, including but not limited to, changed circumstances affecting the purpose of this Agreement, or for reasons affecting the public interest or public health, safety or welfare.

Immediately upon termination of this Agreement for any reason, the Licensee shall, at the Licensee’s expense, remove its personal property from the Licensed Premises. Within 60

days after the termination of this Agreement for any reason, Licensee shall restore the Licensed Premises to the condition they were originally in at the inception of this Agreement or as altered in accordance with plans as submitted to, and approved by, the City Engineer of the Licensor, or her/his designated representative.

In the event that Licensee fails to remove its personal property from the Licensed Premises or otherwise fails to comply with the above paragraph, the Licensor or its authorized agents or representatives may perform any work necessary to remove the Licensee's property from the Licensed Premises and restore the Licensed Premises to its preexisting condition, or such condition as altered in accordance with plans as submitted to, and approved by, the City Engineer, and Licensee shall reimburse Licensor for all expenses reasonably incurred by the Licensor in performing such work. The Licensor may take any action it is authorized under law to take to recover such unpaid charges.

4. **Condition of Licensed Premises Not Warranted.** Licensee acknowledges that it has inspected the Licensed Premises and accepts the same in an "as is" condition. The Licensor does not warrant that the Licensed Premises is suitable for the purposes for which it is permitted to be used under this License. The Licensor shall have no responsibility with regard to any failure of or damage to Licensee's property or improvements within the Licensed Premises. Licensee understands and acknowledges that this License grants it only a terminable license to use the Licensed Premises and does not confer any permanent property rights with respect to the Licensed Premises or any improvements that may be constructed thereon upon Licensee.
5. **Improvements, Maintenance and Other Conditions.** The Licensor's grant of the licenses, in addition to the other terms contained herein, is subject to the following conditions:
  - a. Licensee shall be responsible for all costs and expenses of every kind whatsoever associated in connection with the use, operation, and maintenance of the Licensed Premises, and all activities conducted thereon, including but not limited to Licensee's parking of vehicles and operating its towing business thereon. Licensor shall have no responsibility of any kind for such costs or expenses.
  - b. Licensee shall commence no work authorized by this License within the Licensed Premises during its term until it has obtained all required approvals and permits as required by the Licensor.
  - c. No improvements or alterations or repairs to improvements or alterations within the Licensed Premises shall be made by Licensee without first receiving the Licensor's City Engineer's written approval of plans and specifications for such improvements. Plans and specifications shall be sufficiently detailed to show the materials to be used, shape and size of the improvement(s), safety features, lighting, the presence of utilities affected by the work and such other or different information as the City may require.
  - d. Licensee shall take all necessary precautions to protect and preserve any public

utilities or public utilities easements within the Licensed Premises during any activities within or use of the Licensed Premises as contemplated in this License.

- e. Licensee shall take all necessary precautions to avoid creating unsafe or unsanitary conditions and shall keep the Licensed Premises free from refuse.
  - f. Licensee shall notify Gopher State One Call prior to conducting any excavation necessary to construct, maintain, repair or replace the improvements and comply with the requirements thereof.
  - g. Licensee shall be responsible for the costs associated with any damage to public utilities located within the Licensed Premises, which is caused by Licensee as a result of its use of or operations within the Licensed Premises. Licensee shall pay such costs within 30 days of Licensee's receipt of a billing statement for such charges from the Licensor. The Licensor may take any action it is authorized under law to take to recover such unpaid charges.
  - h. During the term of this License, Licensee shall be responsible for performing, at its sole expense, all general upkeep, maintenance, repair and/or reconstruction of the Licensed Premises. In the event that Licensee fails to provide maintenance as outlined herein, the Licensor may perform the work and shall invoice the Licensee for all costs incurred by Licensor in providing such maintenance. Invoices shall be due and within 30 days of the date of the invoice. The Licensor may take any action it is authorized under law to take to recover such unpaid charges.
  - i. Licensee shall not intentionally commit or allow to be committed any waste on, destruction of, or damage to, or nuisance on the Licensed Premises or to any utilities located therein. In the event of such occurrence, Licensor may terminate this agreement as provided in paragraph 3, unless such waste, destruction or damage is repaired to Licensor's satisfaction by Licensee, at Licensee's cost, within the 30-day notice period.
6. **Use of Licensed Premises.** Subject to the other terms and provisions contained herein, the Licensee shall be permitted to use the Licensed Premises only for the specific purpose hereinabove stated; provided, however, that during the term of this License, the Licensee shall comply with all applicable laws, regulations, conditions, and covenants affecting the Licensed Premises, whether federal, state, local, or contractual.
7. **Waiver and Assumption of Risk.** Licensee knows, understands and acknowledges the risks and hazards associated with using the Licensed Premises for the purposes permitted herein and the improvements thereon and hereby assumes any and all risks and hazards associated therewith. Licensee hereby assumes liability, and agrees to be fully and exclusively responsible, for the safety of the persons and property of all of Licensee's agents, representatives, participants, volunteers, guests and invitees while using the Licensed Premises or the improvements thereon or performing maintenance thereon or otherwise present on the Licensor's Property as a result of the original Agreement. Licensee hereby irrevocably waives any and all claims against the Licensor or any of its officials, employees or agents for any bodily injury (including death), loss or property

damage incurred by the Licensee or any person using the improvements and hereby irrevocably releases and discharges the Licensors and any of its officials, employees or agents from any and all such claims of liability related in any way to the Licensed Premises, any improvements to be constructed thereon, or the Licensors' maintenance, repair or other work conducted within the Licensed Premises by the Licensee or Licensors or any other third party. The City shall have no liability to the Licensee or Licensee's agents, representatives, participants, volunteers, guests and invitees for personal injury or damage to property, including motor vehicles, occurring at or about the Licensed Premises during any hours of use or maintenance by the Licensee. Licensee understands and acknowledges that any public utility facilities located within the Licensed Premises may require regular maintenance, repairs or other work. Licensee is responsible for the cost of restoration and removal of any improvements installed by Licensee made necessary related to Licensors' maintenance, repair or other work conducted within the Licensed Premises by the Licensors or Licensors' agent(s).

8. **Licensors' Right of Entry.** The Licensors, its employees, and its agents and invitees shall have the right to enter the Licensed Premises at all times for all reasonable purposes, including, without limitation, enforcing all applicable laws, regulations and/or ordinances, keeping the peace, and inspecting, cleaning, repairing, altering, or improving the Licensed Premises, or any maintenance, repair or other work conducted within the Licensed Premises by the Licensors for utility purposes or otherwise deemed necessary or appropriate by Licensors, and responding to emergencies. The Minnesota Department of Transportation ("MnDOT") shall have access to the Licensed Premises for conducting inspections of the First Street South bridge above the Licensed Premises. Nothing in this Agreement shall be interpreted as requiring the Licensors or MnDOT to perform any such acts independent of the requirements of the other provisions of this Agreement. The Licensors may order the immediate cessation of any improvements, project or work that exceeds the scope of this License or otherwise poses a threat to the life, health, safety or welfare of the public.

Licensors-authorized or permitted private utility companies, shall have the right to enter the Licensed Premises to conduct any maintenance, repair or other work deemed necessary or appropriate for utility purposes.

9. **Assignment or Transfer of License.** Licensee shall have no right to assign its interest in this License Agreement without the prior written consent of Licensors.
10. **Other Improvements and Alterations.** The Licensee shall not be permitted to make any improvements or alterations to the Licensed Premises without the prior written consent of the Licensors, except, however, the Licensee shall, at Licensee's expense, make any improvements to the Licensed Premises which are needed to maintain the Licensed Premises in their original condition or their condition as altered, if such alteration has been approved in writing by the Licensors' City Engineer. The Licensee shall at all times maintain the Licensed Premises, and any allowed improvements made thereto, in a good

and safe condition.

The Licensor may order Licensee to correct any improvement, project or work to comply with the scope of this License or other applicable standards, conditions or laws, at Licensee's sole cost and expense. If the improvements made by Licensee in the Licensed Premises fall into disrepair at any time during the term of this License, the Licensor may order Licensee to conduct any repairs or perform any maintenance necessary to bring the improvements into compliance. Any such an order by the Licensor authorized by this paragraph shall state the violation, the terms of correcting the violation and that failure to correct the violation within the stated time limits shall be cause for immediate revocation of this License. If the violation is not corrected within the stated time limits, the Licensor may immediately revoke this License and/or pursue any and all remedies available to it as provided herein or in law or equity

11. **Indemnification.** Licensee shall indemnify, protect, save, hold harmless and insure Licensor, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages, including expenses, reasonable attorneys' fees, and costs of alternative dispute resolution, which may arise out of or be caused by Licensee or its agents, employees, contractors, with respect to Licensee's use of the Licensed Premises, or its construction of any improvements thereon. Licensee shall defend Licensor against the foregoing, or litigation in connection with the foregoing, at Licensee's expense, with counsel reasonably acceptable to Licensor. Licensor, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of Licensor. All indemnification obligations shall survive termination of this Agreement, provided that the incident giving rise to the indemnification obligation must have occurred during the term of this Agreement.
12. **Insurance.** At all times throughout the term of this License, Licensee shall maintain at a minimum the following insurance coverage from financially solvent insurance carriers approved by the City:
  - a. Statutory worker's compensation coverage;
  - b. Commercial General Liability Insurance - \$2,000,000 combined single limit, written on an occurrence basis, insuring Licensee against claims for bodily injury, death or property damage arising out of its general business activities (including automobile or vehicle use), and including endorsements to include contractual liability;
  - c. Any other insurance coverages required by state or federal laws or regulations applicable to Licensee.

Licensee must cause certificate(s) of insurance evidencing the required coverages to be provided to the Public Works Director on or prior to the effective date. The issuer of the certificate of insurance must provide the City ten days' written notice, by certified mail, prior to cancellation, non-renewal, or material change in the insurance policy(ies).

All insurance required by this License must be primary insurance and not in excess of or contributing with other insurance which Licensee or its designee may carry. All policies, excluding worker's compensation policies, must name the City as an additional insured. The applicable insurance policies required by this Lease, must apply separately to City as if separate policies had been issued to Licensee and the City.

The amounts of all required insurance policies must not be deemed a limitation of Licensee's covenant to indemnify City, and if Licensee or City becomes liable in an amount in excess of the amount(s) of said policies, then Licensee must indemnify City from the whole thereof, except in the event of negligent or willful misconduct on the part of City, its officers, or employees.

If Licensee fails to give such certificate of insurance to the City within ten days after execution of this Agreement, this License shall be null and void. If Licensee fails to maintain a policy of insurance as required by the City for the term of this Agreement, the City may immediately revoke this License and require the Licensee to restore the Licensed Premises to its preexisting condition or better.

13. **Default.** If the Licensee fails to perform any of the provisions of this Agreement, this shall constitute default. Unless the Licensee's default is excused by the Licensor or cured by the Licensee within 30 days of notice from the Licensor, the Licensor may, upon written notice, immediately cancel this Agreement or exercise any other rights or remedies available to the Licensor under this Agreement or law.

14. **Special Provisions.**

- a. Licensee, prior to accessing and using the Licensed Premises for purposes authorized herein, shall install engineered bollards in a form and manner acceptable to the City Engineer around all supportive pillars of the First Street South bridge located on the Licensed Premises.
- b. To the extent required to operate Licensee's towing business on the Licensed Premises, Licensee may erect a fence or other barrier in a form acceptable to the City to enclose the Licensed Premises together with the adjacent properties on which Licensee operates its towing business; provided, however, that Licensee shall ensure that the City has a means to access the Licensed Premises for all purposes authorized in Section 8 above.
- c. Licensee shall reimburse Licensor for Licensor's legal fees incurred in the

preparation of this Agreement, and its engineering fees incurred in connection with any engineering review performed in relation to the Licensed Premises pursuant to the provisions of this Agreement.

## 15. General Terms.

- a. **Voluntary and Knowing Action.** The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. **Authorized Signatories.** The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- c. **Mechanic's Liens.** The Licensee hereby covenants and agrees that the Licensee will not permit or allow any mechanic's or materialman's liens to be placed on the Licensor's interest in the Licensed Premises during the term hereof for labor performed or material supplied in connection with any work or improvements performed or caused to be performed by the Licensee. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the Licensor's interest, the Licensee shall take all steps necessary to see that it is removed within 30 days of its being filed; provided, however, that the Licensee may contest any such lien provided the Licensee first provides adequate security protecting the Licensor against such lien.
- d. **Attorneys' Fees.** If any action at law or in equity shall be brought by Licensor on account of any breach of this Agreement by Licensee or for the recovery of the possession of the Licensed Premises, Licensor shall be entitled to recover from Licensee reasonable attorney's fees, the amount of which shall be fixed by the Court and shall be made a part of any judgment or decree rendered.
- e. **Recitals.** The recitals to this Agreement are made a part hereof and incorporated herein by reference.
- f. **Notices.** The parties' representatives for notification for all purposes are:

If to Licensor: City Administrator  
City of Willmar  
333 Sixth Street Southwest



Willmar, MN 56201

If to Licensee: City Line Towing Sales and Service LLC  
532 Benson Ave SE  
Willmar, MN 56201

All communications, demands, notices, or objections permitted or required to be given or served under this Agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to the other party to this Agreement, to the address set forth above, or if to a party not a party to this Agreement, to the address designated by a party to this Agreement in the foregoing manner. Any party may change its address by giving notice in writing, stating its new address, to any other party as provided in the foregoing manner. Commencing on the 10th day after the giving of such notice, such newly designated address shall be such address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this Agreement.

- g. **No Partnership, Joint Venture, or Fiduciary Relationship.** Nothing contained in this Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the Licensee and Licensors.
- h. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the parties.
- i. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, the Licensee agrees that the Licensors, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Licensee and involve transactions relating to this Agreement. The Licensee agrees to maintain these records for a period of six years from the date of termination of this Agreement.
- j. **Cumulative Rights.** Except as otherwise expressly stated herein, no right or remedy herein conferred on or reserved to the Licensee or the Licensors is intended to be exclusive of any other right or remedy hereby provided by law, but each shall be cumulative in, and in addition to, every other right or remedy given herein or hereafter existing at law, in equity, or by statute.

- k. **Compliance with Laws.** The Licensee shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or otherwise.
- l. **Governing Law.** This Agreement shall be deemed to have been made and accepted in Kandiyohi County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of this Agreement without regard to its choice of law or conflict of laws principles.
- m. **Data Practices.** The parties acknowledge that data collected pertaining to this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- n. **No Waiver.** Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.
- o. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- p. **Entire Agreement.** These terms and conditions constitute the entire agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.
- q. **Headings and Captions.** Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- r. **Survivability.** All indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of Licensee and Licensor arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration for a period of five years from the effective date thereof.

s. **Recording.** This Agreement shall not be recorded by either party.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

ADDRESS:

CITY LINE TOWING SALES AND SERVICE  
LLC

5332 Benson Ave  
Willmar, MN 56201

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(name)  
(title)

Date: \_\_\_\_\_

ADDRESS:

CITY OF WILLMAR, MINNESOTA

333 6<sup>th</sup> Street SW  
Willmar, MN 56201

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Administrator

Date: \_\_\_\_\_

## **EXHIBIT A**

### **Depiction of Licensed Premises**

